



Subdivision Platting

Application Information

Use this packet for:

- **Subdivision Platting** (*Concept Plan, Preliminary, Final, Minor Subdivision, Replat & Amending Plats*)
- **Plat Recordation**
- **Plat Vacation**
- **Easement Release**

**Planning & Community Development Department
City of Round Rock, Texas**

Updated December 8, 2009

Development Packet for Platting

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Section 1 – Development Procedures

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WHERE TO BEGIN

This Development Packet consists of information and required forms for Concept Plan, Preliminary Plat, and Final Plat applications, including Replats and Amended Plats, to the City of Round Rock Planning and Zoning Commission. It also includes information on plat vacations and requests for the release of easements.

Deadlines and Meeting Dates

Applications for Plans and Plats are reviewed on a schedule adopted by the Planning and Zoning Commission that reflects state statutory requirements. This schedule includes specific dates for application submittals to City Staff and subsequent review and by the Planning and Zoning Commission.

Each of these review cycles begins approximately one month apart. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this Development Packet.

Before submitting an application, the Applicant shall verify the deadline for filing an application with the Planning Department and the date of the Planning and Zoning Commission meeting.

PREDEVELOPMENT CONFERENCE

In addition, prior to submitting an application, the Applicant shall schedule a predevelopment conference with the Planning Department to discuss the proposed development. A checklist for the predevelopment conference is included in the Forms section of this packet and is available online at: <http://www.roundrocktexas.gov/docs/predevconfchecklist.pdf>

Please contact Lee Heckman, at (512) 671 – 2727, or Ashley Lumpkin, at (512) 218 – 5429, to schedule a predevelopment conference. **Note:** This conference will not be scheduled until all items noted on the checklist have been received.

Subdivision Ordinance and Design & Construction Standards

This Development Packet is intended to assist the Applicant in preparing a formal application. It does not replace the requirements of Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended, the Parkland Dedication or Tree Protection Ordinances, or the Design and Construction Standards adopted by the City Council. Please review these documents prior to application submittal.

Copies of the Subdivision Ordinance can be obtained in the Planning Department. Please contact the Planning Department at 218-5428. The Ordinance is also available online through the Round Rock website at: http://www.roundrocktexas.gov/docs/ordinances_ch_08.pdf.

The Design and Construction Standards can be obtained in the City's Engineering Department; please contact Alysha Girard, Assistant City Engineer, at 218-6646. The Design and Construction Standards are also available online through the Round Rock website at: http://www.roundrocktexas.gov/home/index.asp?page=18&dc_id=371

TRAFFIC IMPACT ANALYSIS (TIA)

Prior to submission of a Concept Plan, Preliminary Plat, Final Plat or Replat, the applicant shall contact the City of Round Rock Department of Transportation Services and ascertain whether a Traffic Impact Analysis will be required. On the date of submittal of a Concept Plan, Preliminary Plat, Final Plat, or Replat application to the Planning Department, one of the following must be included:

- 1) A letter from the City of Round Rock Department of Transportation Services stating that a Traffic Impact Analysis has been submitted and approved.
- 2) A letter from the City of Round Rock Department of Transportation Services stating that a Traffic Impact Analysis has been deferred for this development; or
- 3) A letter from the City of Round Rock Department of Transportation Services stating that a Traffic Impact Analysis has been waived for this development.

The TIA shall be prepared in accordance with the City of Round Rock Design and Construction Standards, Section 2 – Traffic Impact Analysis. Please note, prior to the completion of a Traffic Impact Analysis (TIA), the applicant must first meet with the Transportation Services staff to determine an approved scope for the TIA.

Please contact John Dean, City of Round Rock, Transportation Planner, at 218-5562 prior to preparing or submitting a TIA.

The following guidelines should be reviewed prior to preparing the TIA:

- All traffic impact studies and calculations should be made according to **ITE standards**.
- The most recent edition of the ITE Trip Generation text shall be consulted for a Trip Generation average rate.

***** Plat applications lacking a letter approving the TIA or a letter affirming a TIA is not required shall be considered incomplete and shall not be forwarded to the Planning and Zoning Commission during that platting review cycle. *****

CONCEPT PLAN

The Applicant shall submit a Concept Plan application to the Planning Department for approval by the Planning and Zoning Commission, when the proposed Subdivision or Addition contains more than five (5) acres or is located in the extraterritorial jurisdiction (ETJ). See the Platting in the ETJ section of this packet for additional County requirements.

A Minor Subdivision does not require the submittal of a Concept Plan and allows the applicant to proceed directly to Final Plat. See the Minor Subdivision application criteria contained in this packet to determine whether the application qualifies.

Concept Plan Application Requirements

- **Please note that Concept Plan Applications must be submitted in person by the applicant or applicant's agent. *Applications submitted by a delivery service will NOT be accepted.***
- **Please note that the Concept Plan will NOT be considered complete or filed *unless all the application requirements are met.***

The Applicant shall submit a Concept Plan application that contains all of the following:

_____ **Aerial Photo** - 2 copies at the same scale as the concept plan;

_____ **Annexation Petition Commitment Letter** - 2 copies of a commitment letter stating that an annexation petition shall be provided upon the request by the Planning Director. Said petition shall include a metes and bounds description labeled as Exhibit "A" and typed on an 8 ½ " x 11" sheet of paper with an accompanying sketch of the same size and a copy of the deed showing the current owner and labeled as Exhibit "B", if applicable;

_____ **Concept Plan** - 18 paper copies with the title of the Concept Plan appearing on the outside and folded to a 9" by 12" size;

_____ **Utility Service Letter** - 2 copies of a signed and sealed letter from the Applicant's engineer describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts. The letter must include oversize construction and/or off-site requirements, if applicable, and a general discussion on drainage. If service is to be provided a Municipal Utility District (MUD) or other authorized utility provider, a letter certifying the availability of utilities is required;

_____ **Utility Schematics** - 2 paper copies that indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.

_____ **Drainage Schematics** - 2 paper copies that indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.

_____ **Digital Format** - 2-CDs, in a digital format such as AutoCAD “.dwg” files, MicroStation “.dgn” files or ESRI “.shp” files. Each CD will include the following:

- A digital copy of the Plan georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet; **and**
- Utility and drainage schematics as depicted on the paper schematics;

_____ **TIA Letter** - written confirmation from the Transportation Services Department approving, deferring, or waiving a TIA pursuant to the requirements of Section 8.403 of Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition) as amended, (see the TIA section of this packet for additional information);

_____ **Letter of Intent for Parkland Dedication** - 2 copies of an applicant-completed City form (see the Parkland section of this packet for additional information; a Letter of Intent is also included in the Forms section);

_____ **Tree Survey** - 2 copies of a letter confirming that a Tree Survey prepared by a registered professional land surveyor (RPLS) will be conducted, or requesting to use a Tree Inventory or a Partial Tree Survey in lieu of a Tree Survey, as defined in Section 3.1103 and pursuant to the requirements of Section 3.1108 of this Code;

_____ **Surrounding Property** - List of all property owners within 300 feet of the proposed tract with addresses as recorded on the current tax roll. Provide one set of prepared envelope labels to notify affected property owners at their mailing address;

_____ **Location map** showing the subject property with 300 foot line drawn around the property proposed for the Concept Plan with a key referencing the list provided in the above requirement;

_____ **Payment of fees**, including notification fees, in accordance with the fee schedule adopted by City Council and included in Reference section of this packet. Checks shall be made payable to the City of Round Rock; and

_____ Completed **Project Information Sheet** (included in the “Forms” section of this packet)

Concept Plan Content (Information Shown on Plan)

- 1) Unique Subdivision name; title must include the word "Revised" if concept plan has changed after Planning & Zoning Commission approval.
- 2) North arrow on plat schematic
- 3) Schematic drawn at a scale 1" = 100'
- 4) Scale bar and numeric scale
- 5) The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE (e.g., ROW, Residential, Open Space, etc.)
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE:
- 6) Location map with north arrow
- 7) A legend with all acronyms defined.
- 8) Phasing clearly defined (if applicable)
- 9) Boundary survey with bearings and distances; boundary shown in solid bold lines
- 10) Lot and block lines
- 11) Lot table listing lot label and size (square feet) of all residential lots
- 12) Dashed lines showing the names and widths of adjacent recorded subdivisions or property lines with names and acreage of adjoining unplatted property
- 13) Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel.
- 14) Dashed lines showing adjacent streets, onsite and offsite easements.
- 15) Street layout and right-of-way must reflect the City of Round Rock Transportation Master Plan (March 2004) as amended. Individual roadways must be identified.
- 16) Label all Right-of-Way widths.
- 17) All proposed streets shall have identifying labels, but do not need to be formally named. (e.g. Street A, Street B, etc.)
- 18) Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area listed in acres.

- 19) Existing easements:
- a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents (except those dedicated by a recorded plat) shall be provided.
- 20) Proposed easements:
- a) All proposed onsite and offsite easements shall be depicted
 - b) Provide dimensions of proposed easements and label as "Proposed"
- 21) Depiction of the ultimate 25 year floodplain and ultimate 100 year floodplain.
- 22) One or both of the following notes shall be added to the plat as applicable:
- a) If the ultimate 100 year floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

"No portion of this tract is encroached by the Ultimate 100 year floodplain."
 - b) If the ultimate 100 year floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

"No fences, structures, storage, or fill shall be placed within the limits of the ultimate 100 year floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."
- 23) Depiction of Zone A & AE FEMA floodplain with hatching or shading.
- One of the following notes shall be listed on the plat:
- No portion of this tract is encroached by any special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas."
- A portion of this tract is encroached by special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas."
- 24) All drainage easements shall be labeled as "drainage and storm sewer easements". If a drainage easement exists or is proposed, the following note shall be added to the plat:

No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.

- 25) Location of all proposed drainage features and required off-site extensions.

*** * * NOTE: ADDITIONAL REVIEW COMMENTS MAY BE ISSUED * * ***

Concept Plan Review Process

After the staff review and comment period, 1 reproducible (18" x 24") corrected original Mylar with all required information and 24 paper copies of that corrected Mylar shall be submitted to the Planning Department for distribution. After approval by the Planning and Zoning Commission, staff will notify the applicant of the Commission's decision and list any conditions or corrections required for approval. The applicant shall then submit 1 reproducible (18" X 24") corrected Mylar and paper copies to the Planning Department, if applicable.

PRELIMINARY PLAT

The Applicant shall submit a Preliminary Plat application to the Planning Department for approval by the Planning and Zoning Commission. The Preliminary Plat shall conform with the Concept Plan. If the Preliminary Plat does not conform with the approved Concept Plan, a new Concept Plan shall be submitted in conjunction with the Preliminary Plat and the notice requirements provided for in Section 8.204(7) of Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended, shall be followed.

A **Minor Subdivision** does not require the submittal of a Preliminary Plat and allows the applicant to proceed directly to Final Plat. See the Minor Subdivision application criteria contained in this packet to determine whether your application qualifies.

Preliminary Plat Application Requirements

- **Please note that Preliminary Plat Applications must be submitted in person by the applicant or applicant's agent. *Applications submitted by a delivery service will NOT be accepted.***
- **Please note that the Preliminary Plat will NOT be considered complete or filed *unless all the application requirements are met.***

The Applicant shall submit a Preliminary Plat application that contains all of the following:

_____ **Preliminary Plat** - 18 paper copies of the Preliminary Plat with the title of the Plat appearing on the outside and folded to a 9" by 12" size;

_____ **Utility Service Letter** - 2 copies of a signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts; **OR** B) Stating there has been no change to the utility scenario since the previous submittal;

_____ **Utility Schematics** - 2 paper copies of utility schematics that indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.

_____ **Drainage Schematics** - 2 paper copies of drainage schematics that indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.

_____ **Digital Format** - 2 CDs, in a digital format such as AutoCAD ".dwg" files, MicroStation ".dgn" files or ESRI ".shp" files. Each CD will include the following:

- A digital copy of the Plan georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet; **and**
- Utility and drainage schematics as depicted on the paper schematics;

_____ **TIA Letter** - written confirmation from the Transportation Services Department approving, deferring, or waiving a TIA pursuant to the requirements of Section 8.403 of Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition) as amended, (see the TIA section of this packet for additional information);

_____ **Letter of Intent for Parkland Dedication** - 2 copies of an applicant-completed City form (see the Parkland section of this packet for additional information; a Letter of Intent is also included in the Forms section);

_____ **Phase I Environmental Assessment** - A current assessment according to federal standards, for the dedicated parkland, if acreage is proposed to be dedicated;

_____ **Tree Survey (A or B):**

A) 2 copies of a tree survey, at the same scale as the Preliminary Plat, that identify the size and location of all protected trees per the requirements of Chapter 3, Section 3.1100, City of Round Rock, Code of Ordinances (1995 Edition), as amended. For each copy, the Tree Survey shall be superimposed graphically on the preliminary plat.

OR

B) _____ 2 copies of a **Partial Tree Survey or Tree Inventory**, as defined in Section 3.1103 and pursuant to the requirements of Section 3.1108 of this Code

AND

2 copies of a letter of **approval from the Forestry Manager** approving the submittal of a Partial Tree Survey or Tree Inventory;

_____ **Tree Replacement** - 2 copies of a Letter of Agreement addressing the tree replacement plan;

_____ **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying Code, as amended, specifically, Sections 663.13 - 663.23 which include provisions requiring 1:10,000 + 0.10 feet precision for monuments found or set within the corporate limits of any city in Texas;

_____ 1 copy of a letter from the **Williamson County 911 Addressing Division** indicating street name approval;

_____ **Payment of fees** in accordance with the fee schedule adopted by City Council and provided in this Development Packet. Checks shall be made payable to the City of Round Rock;

_____ Completed **Affidavit of Ownership** (included in the Forms section of this packet); and

_____ Completed **Project Information Sheet** (included in the Forms section of this packet).

Preliminary Plat Content (Information Shown on Plat)

- 1) Unique Subdivision name; title must include the word "Revised" if preliminary plat is changed after Planning Commission acceptance and reference original subdivision if the name has changed.
- 2) North arrow on plat schematic
- 3) Schematic drawn at a scale 1" = 100'
- 4) Scale bar and numeric scale
- 5) The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE (e.g., ROW, Residential, Open Space, etc.)
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE:
- 6) Location map with north arrow
- 7) A legend with all acronyms defined.
- 8) Phasing clearly defined if applicable.
- 9) Boundary survey with bearings and distances; boundary shown in solid bold lines
- 10) Point of beginning labeled on plat and described in a metes and bounds description
- 11) Survey tie across adjacent streets to determine right-of-way width(s)
- 12) Monumentation (review requirements contained in Development Packet)
- 13) Topographic features with two (2) foot interval contour lines
- 14) Existing planimetric features
- 15) Dashed lines showing the names and widths of adjacent recorded subdivisions or property lines with names and acreage of adjoining unplatted property
- 16) Dashed lines showing adjacent streets, onsite and offsite easements.
- 17) Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel.
- 18) Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan (March 2004) as amended.

- 19) Label all ROW widths.
- 20) Street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.
- 21) Lot and block lines
- 22) Numbers on all proposed lots and letters on proposed blocks
- 23) Dimensions for front, rear, and side lot lines
- 24) Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size for all lots (square feet) included in the plat
- 25) Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- 26) If dedicating parkland to the City of Round Rock, a plat note stating: "Parkland shall be dedicated to the City of Round Rock by separate document prior to or in tandem with the recordation of the Final Plat."
- 27) Existing easements:
 - a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents (except those dedicated by a recorded plat) shall be provided.
- 28) Proposed easements:
 - a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
 - b) Provide dimensions of proposed easements and label as "Proposed"
- 29) Depiction of the ultimate 25 year floodplain and ultimate 100 year floodplain.
- 30) One or both of the following notes shall be added to the plat as applicable:
 - a) If the ultimate 100 year floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

"No portion of this tract is encroached by the Ultimate 100 year floodplain."
 - b) If the ultimate 100 year floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

“No fences, structures, storage, or fill shall be placed within the limits of the ultimate 100 year floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis.”

- 31) Depiction of zone A & AE FEMA floodplain with hatching or shading.

One of the following notes shall be listed on the plat:

No portion of this tract is encroached by any special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

A portion of this tract is encroached by special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

- 32) All drainage easements shall be labeled as “drainage and storm sewer easements”. If a drainage easement exists or is proposed, the following note shall be added to the plat:

No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.

- 33) Location of all existing & proposed drainage features and required off-site extensions.

- 34) Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Section 8.418).

- 35) Plat note stating: Building setbacks shall be in accordance with Chapter 11, Zoning, City of Round Rock Code of Ordinances (1995 Edition), as amended.

- 36) Plat note stating: Sidewalks shall be constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended, and with the Design and Construction Standards.

- 37) Plat note stating: A ten foot (10') PUE and sidewalk easement abutting and along the street side property line shall be dedicated for all street side property lots shown hereon.

- 38) If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended.

- 39) Plat note stating: This plat conforms to the Concept Plan approved by the Planning and Zoning Commission on _____[INSERT APPROVAL DATE]_____.

*** * * NOTE: ADDITIONAL REVIEW COMMENTS MAY BE ISSUED * * ***

Preliminary Plat Review and Approval Process

After the staff review and comment period, 1 reproducible (18" x 24") corrected original Mylar with all required information and 24 paper copies of that corrected Mylar shall be submitted to the Planning Department for distribution. After approval by the Planning and Zoning Commission, staff will notify the applicant of the Commission's decision and list any conditions or corrections required for approval. The applicant shall then submit 1 reproducible (18" X 24") corrected Mylar and paper copies to the Planning Department, if applicable.

FINAL PLAT

The Applicant shall submit to the Planning Department a Final Plat application for approval by the Planning and Zoning Commission in conformance with the approved Preliminary Plat.

If a final plat does not include the entire parcel of land included in the Preliminary Plat, the Final Plat must correspond to the phasing approved in the Preliminary Plat.

Final Plat Application Requirements

- **Please note that Final Plat Applications must be submitted in person by the applicant or applicant's agent. *Applications submitted by a delivery service will NOT be accepted.***
- **Please note that the Final Plat will NOT be considered complete or filed *unless all the application requirements are met.***

The Applicant shall submit a Final Plat application that contains all of the following:

_____ **Abstractor's Certificate** - Shall state the names and addresses of all current owners and current lien holders of the property described in the Final Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat;

_____ A copy of the **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation;

_____ **Deed(s)** - A copy of the deed(s) identifying the owners of the property;

_____ **Final Plat** - 18 paper copies, with the title of the subdivision appearing on the outside and folded to a 9" x 12" size;

_____ Signed and sealed by Engineer;

_____ Signed and sealed by Surveyor;

_____ If plat is in the ETJ, it must be signed by the Director of Environmental Services for WCCHD (See "Platting in Round Rock's ETJ" in the Reference Section for additional information);

_____ **Utility Service Letter** - 2 copies of a signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts; **OR** B) Stating there has been no change to the utility scenario since the previous submittal;

_____ **Utility Schematics** - 2 paper copies that indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.

_____ **Drainage Schematics** - 2 paper copies of drainage schematics that indicate the availability of drainage infrastructure/facilities and identify the proposed drainage

infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.

_____ **Digital Format** - 2 CDs, in a digital format such as AutoCAD “.dwg” files, MicroStation “.dgn” files or ESRI “.shp” files. Each CD will include the following:

- A digital copy of the Plan georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet; **and**
- Utility and drainage schematics as depicted on the paper schematics;

_____ **TIA Letter** - written confirmation from the Transportation Services Department approving, deferring, or waiving a TIA pursuant to the requirements of Section 8.403 of Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition) as amended, (see the TIA section of this packet for additional information);

_____ **Letter of Intent for Parkland Dedication** - 2 copies of a *City-approved* Letter of Intent, as approved by the Parks Development Manager, (as info: any required Parkland Dedication fees will be posted with the Parks Department prior to plat recordation);

_____ **Phase I Environmental Assessment** - A current assessment according to federal standards, for the dedicated parkland, if acreage is proposed to be dedicated, and not provided with the Preliminary Plat;

_____ **Tree Replacement** - 2 copies of the *City-approved* Letter of Agreement, as approved by the Forestry Manager (as info: any required fiscal will be posted with the Forestry Manager prior to plat recordation);

_____ **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 – 663.23 which include provisions requiring 1:10,000 + .010 feet precision for monuments found or set within the corporate limits of any city in Texas;

_____ **Payment of fees** in accordance with the fee schedule adopted by City Council and provided in this Development Packet (see Reference section). Checks shall be made payable to the City of Round Rock;

_____ Completed **Project Information Sheet** (included in the Forms section of this packet).

Final Plat Content (Information Shown on Plat)

- 1) Unique subdivision name. Must include "Final Plat" and Section or Phase if applicable.
- 2) North arrow on plat schematic
- 3) Schematic drawn at a scale 1" = 100'
- 4) Scale bar and numeric scale
- 5) The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE (e.g., ROW, Residential, Open Space, etc.)
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE:
- 6) Location map with north arrow
- 7) Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
- 8) A legend with all acronyms defined
- 9) Boundary survey with bearings and distances; boundary shown in solid bold lines
- 10) Point of beginning labeled on plat and described in a metes and bounds description
- 11) Tie across adjacent streets to determine right-of-way width(s).
- 12) Monumentation (review requirements contained in this Development Packet)
- 13) Dashed lines showing the names and widths of adjacent recorded subdivisions or property lines with names and acreage of adjoining unplatted property
- 14) Dashed lines showing adjacent streets, onsite and offsite easements.
- 15) Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan (March 2004) as amended.
- 16) Label all ROW widths.
- 17) Streets: street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.
- 18) Streets: complete curve and line data, in a table if applicable

- 19) Lot and block lines
- 20) Numbers on all proposed lots and letters on proposed blocks
- 21) Dimensions for front, rear, and side lot lines
- 22) Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
- 23) Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- 24) If dedicating parkland to the City of Round Rock, a plat note stating: "Parkland Dedicated to the City of Round Rock per Document No. _____"
- 24) Existing easements:
 - a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents (except those dedicated by a recorded plat) shall be provided.
- 25) Proposed easements:
 - a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
 - b) Provide bearing and distance calls for all proposed easements and label as "Hereby Dedicated"
- 26) Depiction of the ultimate 25 year floodplain and ultimate 100 year floodplain.
- 27) One or both of the following notes shall be added to the plat as applicable:
 - a) If the ultimate 100 year floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

"No portion of this tract is encroached by the Ultimate 100 year floodplain."
 - b) If the ultimate 100 year floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

"No fences, structures, storage, or fill shall be placed within the limits of the ultimate 100 year floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."
- 28) Depiction of zone A & AE FEMA floodplain with hatching or shading.

One of the following notes shall be listed on the plat:

No portion of this tract is encroached by any special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

A portion of this tract is encroached by special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

- 29) All drainage easements shall be labeled as “drainage and storm sewer easements”. If a drainage easement exists or is proposed, the following note shall be added to the plat:

No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.

- 30) Location of all existing & proposed drainage features and required off-site extensions.
- 31) Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Section 8.418).
- 32) Plat note stating: Building setbacks shall be in accordance with Chapter 11, Zoning, City of Round Rock Code of Ordinances (1995 Edition), as amended.
- 33) Plat note stating: Sidewalks shall be constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended, and with the Design and Construction Standards.
- 34) Plat note stating: A ten foot (10') PUE and sidewalk easement abutting and along the street side property line shall be dedicated for all street side property lots shown hereon.
- 35) If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended.
- 36) Plat note stating: “This plat conforms to the Preliminary Plat approved by the Planning and Zoning Commission on [INSERT APPROVAL DATE] .”
- 37) Signed and sealed surveyor’s certification.
- 38) Signed and sealed engineer’s certification.
- 39) Current and complete ownership dedication statement(s) with lien holder approval, if applicable and all appropriate signature blocks. **Note: Signature blocks will vary.** (See Reference section for examples.)

*** * * NOTE: ADDITIONAL REVIEW COMMENTS MAY BE ISSUED * * ***

Final Plat Review and Approval Process

After the staff review and comment period, 1 reproducible (18" x 24") corrected original Mylar with all required information and all notarized signatures and seals, and 24 paper copies of that corrected and signed Mylar shall be submitted to the Planning Department for distribution. After approval by the Planning and Zoning Commission, staff will notify the applicant of the Commission's decision and list any conditions or corrections required for approval. The applicant shall then submit 1 reproducible (18" X 24") corrected Mylar and paper copies to the Planning Department, if applicable.

MINOR SUBDIVISION FINAL PLAT

The Minor Subdivision Final Plat is intended to expedite the platting process for qualifying Subdivisions or Additions by not requiring the submission of a Concept Plan or Preliminary Plat. The proposal must meet the following criteria in order to be considered for a Minor Subdivision Final Plat application:

- (a) The number of proposed lots does not exceed two (2);
- (b) The acreage to be platted is less than five (5.0) acres;
- (c) The proposed subdivision or addition is within the City Limits;
- (d) There are no requirements for additional off-site or on-site Public Improvements;
- (e) There is no requirement for a TIA at the platting stage (see the TIA section of this packet for additional information); and

A Predevelopment Conference (see the Predevelopment Conference section of this packet) or meeting with the relevant City departments is required. After the Conference or meetings, the Applicant must obtain the signatures of the City Engineer, the Transportation Director, and the Planning Director certifying the tract of land meets the criteria provided in (a) through (e) above using the form provided (see Minor Certification Form in the Forms section).

The completed Certification Form must accompany all Minor Plat applications.

Minor Subdivision Final Plat Application Requirements

The Applicant shall submit a Minor Subdivision Final Plat application to the Planning Department for approval by the Planning and Zoning Commission that includes all of the following:

- **Please note that Minor Plat Applications must be submitted in person by the applicant or applicant's agent. *Applications submitted by a delivery service will NOT be accepted.***
- **Please note that the Minor Plat application will NOT be considered complete or filed *unless all the application requirements are met.***

The Applicant shall submit a Final Plat application that contains all of the following:

_____ Completed **Minor Plat Certification Form** signed by the City Engineer, the Transportation Director, and the Planning Director confirming the tract of land qualifies as a Minor Subdivision Final Plat;

_____ An **abstractor's certificate**, which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat

_____ A copy of the **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation;

_____ A copy of the **deed(s)** identifying the owners of the property;

_____ **Aerial photo** - 2 copies of an at the same scale as the reproducible drawing;

_____ 18 paper copies of the **Final Plat**, with the title of the subdivision appearing on the outside and folded to a 9" x 12" size;

_____ Signed and sealed by Engineer;

_____ Signed and sealed by Surveyor;

_____ If plat is in the ETJ, it must be signed by the Director of Environmental Services for WCCHD (See "Platting in Round Rock's ETJ" in the Reference Section for additional information);

_____ **Utility Service Letter** - 2 copies of a signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts;

_____ **Utility Schematics** - 2 paper copies that indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.

_____ **Drainage Schematics** - 2 paper copies of drainage schematics that indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.

_____ **Digital Format** - 2 CDs, in a digital format such as AutoCAD “.dwg” files, MicroStation “.dgn” files or ESRI “.shp” files. Each CD will include the following:

- A digital copy of the Plan georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet; **and**
- Utility and drainage schematics as depicted on the paper schematics;

_____ **Tree Survey (A or B):**

- A) 2 copies of a tree survey, at the same scale as the Minor Plat, that identify the size and location of all protected trees per the requirements of Chapter 3, Section 3.1100, City of Round Rock, Code of Ordinances (1995 Edition), as amended. For each copy, the Tree Survey shall be superimposed graphically on the plat.

OR

- B) _____ 2 copies of a **Partial Tree Survey or Tree Inventory**, as defined in Section 3.1103 and pursuant to the requirements of Section 3.1108 of this Code

AND

_____ 2 copies of a **Letter of Approval** from the Forestry Manager approving the submittal of a Partial Tree Survey or Tree Inventory;

_____ **Tree Replacement** - 2 copies of the *City-approved Letter of Agreement*, as approved by the Forestry Manager (as info: any required fiscal will be posted with the Forestry Manager prior to plat recordation);

_____ **Letter of Intent for Parkland Dedication** - 2 copies of a *City-approved* Letter of Intent, as approved by the Parks Development Manager, (see the Parkland section of this packet for additional information; a Letter of Intent is also included in the Forms section; any required Parkland Dedication fees will be posted with the Parks Department prior to plat recordation);

_____ **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 – 663.23 which include provisions requiring 1:10,000 + .010 feet precision for monuments found or set within the corporate limits of any city in Texas;

_____ **Payment of fees** in accordance with the fee schedule adopted by City Council and provided in this Development Packet (see Reference section). Checks shall be made payable to the City of Round Rock;

_____ Completed **Project Information Sheet** (included in the Forms section of this packet).

Minor Subdivision Final Plat Content (Information Shown on Plat)

- 1) Title of subdivision
- 2) North arrow on plat schematic
- 3) Schematic drawn at a scale 1" = 100'
- 4) Scale bar and numeric scale
- 5) The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE (e.g., ROW, Residential, Open Space, etc.)
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE:
- 6) Location map with north arrow
- 7) Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
- 8) A legend with all acronyms defined.
- 9) Boundary survey with bearings and distances; boundary shown in solid bold lines
- 10) Point of beginning labeled on plat and described in a metes and bounds description
- 11) Tie across adjacent streets to determine right-of-way width(s).
- 12) Monumentation (review requirements contained in this Development Packet)
- 13) Dashed lines showing the names and dimensions of adjacent recorded subdivisions or property lines with names and acreage of adjoining unplatted property.
- 14) Dashed lines showing adjacent streets, onsite and offsite easements.
- 15) Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan (March 2004) as amended.
- 16) Label all ROW widths.
- 17) Streets: street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.
- 18) Streets: complete curve and line data, in a table if applicable

- 19) Lot and block lines
- 20) Numbers on all proposed lots and letters on proposed blocks
- 21) Dimensions for front, rear, and side lot lines
- 22) Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
- 23) Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- 23) Existing easements:
 - a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents shall be provided.
- 24) Proposed easements:
 - a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
 - b) Provide bearing and distance calls for all proposed easements and label as "Hereby Dedicated"
- 25) Depiction of the ultimate 25 year floodplain and ultimate 100 year floodplain.
- 26) One or both of the following notes shall be added to the plat as applicable:
 - a) If the ultimate 100 year floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

"No portion of this tract is encroached by the Ultimate 100 year floodplain."
 - b) If the ultimate 100 year floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

"No fences, structures, storage, or fill shall be placed within the limits of the ultimate 100 year floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."
- 27) Depiction of zone A & AE FEMA floodplain with hatching or shading.

One of the following notes shall be listed on the plat:

No portion of this tract is encroached by any special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

A portion of this tract is encroached by special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

- 28) All drainage easements shall be labeled as “drainage and storm sewer easements”. If a drainage easement exists or is proposed, the following note shall be added to the plat:

No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.

- 29) Location of all existing & proposed drainage features and required off-site extensions.
- 30) Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Sec. 8.418).
- 31) Plat note stating: Building setbacks shall be in accordance with Chapter 11, Zoning, City of Round Rock Code of Ordinances (1995 Edition), as amended.
- 32) Plat note stating: Sidewalks shall be constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended, and with the Design and Construction Standards.
- 33) Plat note stating: A ten foot (10') PUE and sidewalk easement abutting and along the street side property line shall be dedicated for all street side property lots shown hereon.
- 34) If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended.
- 35) Signed and sealed surveyor’s certification.
- 36) Signed and sealed engineer’s certification.
- 37) Current and complete ownership dedication statement(s) with lien holder approval, if applicable and all appropriate signature blocks. **Note: Signature blocks will vary.** (See Reference section for examples.)

***** NOTE: ADDITIONAL REVIEW COMMENTS MAY BE ISSUED *****

Minor Plat Review and Approval Process

After the staff review and comment period, 1 reproducible (18" x 24") corrected original Mylar with all required information and all notarized signatures and seals, and 24 paper copies of that corrected and signed Mylar shall be submitted to the Planning Department for distribution. After approval by the Planning and Zoning Commission, staff will notify the applicant of the Commission’s decision and list any conditions or corrections required for approval. The applicant shall then submit 1 reproducible (18" X 24") corrected Mylar and paper copies to the Planning Department, if applicable.

REPLAT

The Applicant shall submit a Replat application, in compliance with the Texas Local Government Code, as amended, to the Planning Department for approval by the Planning and Zoning Commission. The purpose of a Replat is to re-subdivide all or part of a Recorded Plat without the vacation of the preceding plat, and to allow for a review by the Planning and Zoning Commission.

Replat Application Requirements

- **Please note that Replat Applications must be submitted in person by the applicant or applicant's agent. *Applications submitted by a delivery service will NOT be accepted.***
- **Please note that the Replat application will NOT be considered complete or filed unless all the application requirements are met.**

The Applicant shall submit a Replat application that contains all of the following:

_____ **Abstractor's Certificate** - Shall state the names and addresses of all current owners and current lien holders of the property described in the Final Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat;

_____ A copy of the **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation;

_____ **Deed(s)** - A copy of the deed(s) identifying the owners of the property;

_____ **Final Plat** - 18 paper copies, with the title of the subdivision appearing on the outside and folded to a 9" x 12" size;

_____ Signed and sealed by Engineer;

_____ Signed and sealed by Surveyor;

_____ If plat is in the ETJ, it must be signed by the Director of Environmental Services for WCCHD (See "Platting in Round Rock's ETJ" in the Reference Section for additional information);

_____ **Utility Service Letter** - 2 copies of a signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts;

_____ **Utility Schematics** - 2 paper copies that indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.

_____ **Drainage Schematics** - 2 paper copies of drainage schematics that indicate the availability of drainage infrastructure/facilities and identify the proposed drainage

infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.

_____ **Digital Format** - 2 CDs, in a digital format such as AutoCAD “.dwg” files, MicroStation “.dgn” files or ESRI “.shp” files. Each CD will include the following:

- A digital copy of the Plan georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet; **and**
- Utility and drainage schematics as depicted on the paper schematics;

_____ **TIA Letter** - written confirmation from the Transportation Services Department approving, deferring, or waiving a TIA pursuant to the requirements of Section 8.403 of Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition) as amended, (see the “TIA” section of this packet for additional information);

_____ **Current recorded plat** - one paper copy at the same scale as the proposed Replat;

_____ IF the Recorded plat (that the proposed Replat will replace) was recorded prior to **January 5, 2005**, the following materials must be submitted:

_____ **Aerial Photo** - 2 copies at the same scale as the reproducible drawing;

_____ **Tree Survey (A or B):**

- A) 2 copies of a tree survey, at the same scale as the Minor Plat, that identify the size and location of all protected trees per the requirements of Chapter 3, Section 3.1100, City of Round Rock, Code of Ordinances (1995 Edition), as amended. For each copy, the Tree Survey shall be superimposed graphically on the plat.

OR

- B) _____ 2 copies of a **Partial Tree Survey or Tree Inventory**, as defined in Section 3.1103 and pursuant to the requirements of Section 3.1108 of this Code

AND

_____ 2 copies of a **Letter of Approval** from the Forestry Manager approving the submittal of a Partial Tree Survey or Tree Inventory;

_____ **Tree Replacement** - 2 copies of the *City-approved Letter of Agreement*, as approved by the Forestry Manager (as info: any required fiscal will be posted with the Forestry Manager prior to plat recordation);

_____ **Letter of Intent for Parkland Dedication** - 2 copies of a *City-approved Letter of Intent*, as approved by the Parks Development Manager, (see the Parkland section of this packet for additional information; a Letter of Intent is also included in the Forms section; any required Parkland Dedication fees will be posted with the Parks Department prior to plat recordation);

_____ **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 – 663.23 which include provisions requiring 1:10,000 + .010 feet precision for monuments found or set within the corporate limits of any city in Texas;

_____ A list of names and addresses of the owners of property that are in the original subdivision and that are located within 300 feet of the boundary of the Replat as recorded on the current tax roll including:

- a) A **diagram** that identifies said properties and a **key** to the list provided; and
- b) One set of prepared **envelope labels** to notify affected property owners at their mailing address.

_____ **Payment of fees** in accordance with the fee schedule adopted by City Council and provided in this Development Packet (see Reference section). Checks shall be made payable to the City of Round Rock;

_____ Completed **Project Information Sheet** (included in the “Forms” section of this packet).

Replat Content (Information Shown on Plat)

- 1) Title of subdivision; must include the word "Replat" and reference original subdivision (lot, block, section or phase as appropriate)
- 2) North arrow on plat schematic
- 3) Schematic drawn at a scale 1" = 100'
- 4) Scale bar and numeric scale
- 5) The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE (e.g., ROW, Residential, Open Space, etc.)
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE:
- 6) Location map with north arrow
- 7) Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
- 8) A legend with all acronyms defined.
- 9) Boundary survey with bearings and distances; boundary shown in solid bold lines
- 10) Point of beginning labeled on plat and described in a metes and bounds description
- 11) Tie across adjacent streets to determine right-of-way width(s).
- 12) Monumentation (review requirements contained in this Development Packet)
- 13) Dashed lines showing the names and widths of adjacent recorded subdivisions or property lines with names and acreage of adjoining unplatted property
- 14) Dashed lines showing adjacent streets, onsite and offsite easements.
- 15) Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan (March 2004) as amended.
- 16) Label all ROW widths.
- 17) Streets: street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.
- 18) Streets: complete curve and line data, in a table if applicable

- 19) Lot and block lines
- 20) Numbers on all proposed lots and letters on proposed blocks
- 21) Dimensions for front, rear, and side lot lines
- 22) Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
- 23) Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- 24) If dedicating parkland to the City of Round Rock, a plat note stating: "Parkland Dedicated to the City of Round Rock per Document No. _____."
- 25) Existing easements:
 - a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents (except those dedicated by a recorded plat) shall be provided.

*** * * If existing utility easements are proposed to be released – or are not included in the Replat – confirmation approving the release by utility providers is required. * * ***

- 25) Proposed easements:
 - a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
 - b) Provide bearing and distance calls for all proposed easements and label as "Hereby Dedicated"
- 26) Depiction of the ultimate 25 year floodplain and ultimate 100 year floodplain.
- 27) One or both of the following notes shall be added to the plat as applicable:
 - a) If the ultimate 100 year floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

"No portion of this tract is encroached by the Ultimate 100 year floodplain."
 - b) If the ultimate 100 year floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

“No fences, structures, storage, or fill shall be placed within the limits of the ultimate 100 year floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis.”

- 28) Depiction of zone A & AE FEMA floodplain with hatching or shading.

One of the following notes shall be listed on the plat:

No portion of this tract is encroached by any special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

A portion of this tract is encroached by special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

- 29) All drainage easements shall be labeled as “drainage and storm sewer easements”. If a drainage easement exists or is proposed, the following note shall be added to the plat:

No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.

- 30) Location of all existing & proposed drainage features and required off-site extensions.

- 31) Plat note stating: Building setbacks shall be in accordance with Chapter 11, Zoning, City of Round Rock Code of Ordinances (1995 Edition), as amended.

- 32) Plat note stating: Sidewalks shall be constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended, and with the Design and Construction Standards.

- 33) Plat note stating: A ten foot (10') PUE and sidewalk easement abutting and along the street side property line shall be dedicated for all street side property lots shown hereon.

- 34) If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended.

- 35) Signed and sealed surveyor’s certification.

- 36) Signed and sealed engineer’s certification.

- 37) Current and complete ownership dedication statement(s) with lien holder approval, if applicable and all appropriate signature blocks. **Note: Signature blocks will vary.** (See Reference section for examples.)

*** * * NOTE: ADDITIONAL REVIEW COMMENTS MAY BE ISSUED * * ***

Replat Review and Approval Process

After the staff review and comment period, 1 reproducible (18" x 24") corrected original Mylar with all required information and all notarized signatures and seals, and 24 paper copies of that corrected and signed Mylar shall be submitted to the Planning Department for distribution. After approval by the Planning and Zoning Commission, staff will notify the applicant of the Commission's decision and list any conditions or corrections required for approval. The applicant shall then submit 1 reproducible (18" X 24") corrected Mylar and paper copies to the Planning Department, if applicable.

AMENDING PLAT

The Applicant shall submit an Amending Plat application to the Planning Department for approval by the Planning and Zoning Commission in lieu of a Preliminary and Final Plat when the proposed Amending Plat is filed for one or more of the purposes listed in the Texas Local Government Code, Section 212.016, as amended.

The Amending Plat is intended to be used as a limited means to correct minor errors or make minor adjustments to a Recorded Plat as provided in the Texas Local Government Code, Section 212.016, as amended.

Amending Plat Application Requirements

- **Please note that Amended Plat Applications must be submitted in person by the applicant or applicant's agent. *Applications submitted by a delivery service will NOT be accepted.***
- **Please note that the Amended Plat application will NOT be considered complete or filed *unless all the application requirements are met.***

The Applicant shall submit a Replat application that contains all of the following:

_____ **Abstractor's Certificate** - Shall state the names and addresses of all current owners and current lien holders of the property described in the Final Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat;

_____ A copy of the **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation;

_____ **Deed(s)** - A copy of the deed(s) identifying the owners of the property;

_____ **Final Plat** - 18 paper copies, with the title of the subdivision appearing on the outside and folded to a 9" x 12" size;

_____ Signed and sealed by Engineer;

_____ Signed and sealed by Surveyor;

_____ If plat is in the ETJ, it must be signed by the Director of Environmental Services for WCCHD (See "Platting in Round Rock's ETJ" in the Reference Section for additional information);

_____ **Utility Service Letter** - 2 copies of a signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts;

_____ **Utility Schematics** - 2 paper copies that indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.

_____ **Drainage Schematics** - 2 paper copies of drainage schematics that indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.

_____ **Digital Format** - 2 CDs, in a digital format such as AutoCAD “.dwg” files, MicroStation “.dgn” files or ESRI “.shp” files. Each CD will include the following:

- A digital copy of the Plan georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet; **and**
- Utility and drainage schematics as depicted on the paper schematics;

_____ **TIA Letter** - written confirmation from the Transportation Services Department approving, deferring, or waiving a TIA pursuant to the requirements of Section 8.403 of Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition) as amended, (see the TIA section of this packet for additional information);

_____ **Current recorded plat** - one paper copy at the same scale as the proposed Replat;

_____ **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 – 663.23 which include provisions requiring 1:10,000 + .010 feet precision for monuments found or set within the corporate limits of any city in Texas;

_____ **Payment of fees** in accordance with the fee schedule adopted by City Council and provided in this Development Packet (see Reference section). Checks shall be made payable to the City of Round Rock;

_____ Completed **Project Information Sheet** (included in the Forms section of this packet).

Amending Plat Content (Information Shown on Plat)

- 1) Subdivision name; must include phrase "Amended Plat of" and reference original subdivision (lot, block, section or phase as appropriate)
- 2) North arrow on plat schematic
- 3) Schematic drawn at a scale 1" = 100'
- 4) Scale bar and numeric scale
- 5) The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE (e.g., ROW, Residential, Open Space, etc.)
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE:
- 6) Location map with north arrow
- 7) Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
- 8) A legend with all acronyms defined.
- 9) Boundary survey with bearings and distances; boundary shown in solid bold lines
- 9) Point of beginning labeled on plat and described in a metes and bounds description
- 10) Tie across adjacent streets to determine right-of-way width(s).
- 11) Monumentation (review requirements contained in this Development Packet)
- 12) Dashed lines showing the names and widths of adjacent recorded subdivisions or property lines with names and acreage of adjoining unplatted property
- 13) Dashed lines showing adjacent streets, onsite and offsite easements.
- 14) Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan (March 2004) as amended.
- 15) Label all ROW widths.
- 16) Streets: street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.
- 17) Streets: complete curve and line data, in a table if applicable

- 18) Lot and block lines
- 19) Numbers on all proposed lots and letters on proposed blocks
- 20) Dimensions for front, rear, and side lot lines
- 21) Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
- 22) Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- 23) Existing easements:
 - a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents shall be provided.
- 24) Depiction of the ultimate 25 year floodplain and ultimate 100 year floodplain.
- 25) One or both of the following notes shall be added to the plat as applicable:
 - a) If the ultimate 100 year floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

“No portion of this tract is encroached by the Ultimate 100 year floodplain.”
 - b) If the ultimate 100 year floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

“No fences, structures, storage, or fill shall be placed within the limits of the ultimate 100 year floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis.”
- 26) Depiction of zone A & AE FEMA floodplain with hatching or shading.

One of the following notes shall be listed on the plat:

No portion of this tract is encroached by any special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

A portion of this tract is encroached by special flood hazard areas inundated by the 100 year flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas.”

- 27) All drainage easements shall be labeled as “drainage and storm sewer easements”. If a drainage easement exists or is proposed, the following note shall be added to the plat:
- No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.
- 28) Location of all existing & proposed drainage features and required off-site extensions.
- 29) Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Section 8.418).
- 30) Plat note stating: Building setbacks shall be in accordance with Chapter 11, Zoning, City of Round Rock Code of Ordinances (1995 Edition), as amended.
- 31) Plat note stating: Sidewalks shall be constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended, and with the Design and Construction Standards.
- 32) Plat note stating: A ten foot (10') PUE and sidewalk easement abutting and along the street side property line shall be dedicated for all street side property lots shown hereon.
- 33) If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended.
- 34) Signed and sealed surveyor’s certification.
- 35) Signed and sealed engineer’s certification.
- 36) Current and complete ownership dedication statement(s) with lien holder approval, if applicable and all appropriate signature blocks. **Note: Signature blocks will vary.** (See Reference section for examples.)

* * * **NOTE: ADDITIONAL REVIEW COMMENTS MAY BE ISSUED** * * *

Amending Plat Review and Approval Process

After the staff review and comment period, 1 reproducible (18" x 24") corrected original Mylar with all required information and all notarized signatures and seals, and 24 paper copies of that corrected and signed Mylar shall be submitted to the Planning Department for distribution. After approval by the Planning and Zoning Commission, staff will notify the applicant of the Commission’s decision and list any conditions or corrections required for approval. The applicant shall then submit 1 reproducible (18" X 24") corrected Mylar and paper copies to the Planning Department, if applicable.

PLAT VACATION

The Applicant shall submit a Plat Vacation application to the Planning Department for approval by the Planning & Zoning Commission as permitted and in compliance with Section 212.013 of the Texas Local Government Code, as amended. The purpose of a Plat Vacation is to nullify a portion or the entire previously recorded plat.

Plat Vacation Application Requirements

The Applicant shall submit a plat vacation application that includes all of the following:

_____ A **letter** from the Applicant to the Planning Director explaining the reason for the vacation

_____ A copy of the property deed, which identifies the owner of the property. If applicant is not the owner, then a letter granting the owner's permission to apply for the vacation is required.

_____ An **abstractor's certificate** which shall state the names and addresses of all current owners and lien holders of the property described in the vacating plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the plat vacation application

_____ Completed, signed and acknowledged **plat vacation request(s) and approval(s)** from all utility providers (see "Forms" section).

_____ A completed, signed and acknowledged **plat vacation instrument** including the signature of the City Engineer if public rights-of-way or easements are being vacated and the signatures of any additional entities authorized to use the easement (see "Forms" section).

_____ **Payment of fees** in accordance with the fee schedule adopted by City Council and provided in this Development Packet.

_____ 2 copies of the **recorded plat** reduced to 8 ½" x 11" inch letter size (per county requirements)

PLEASE NOTE:

A vacation of plat is not guaranteed. If one of the utility providers refuses to grant the vacation, then you may, at your own expense, attempt to negotiate with the utility company. (The City of Round Rock has no authority to grant a vacation without the agreement of all utilities which have an interest in the plat.)

PARKLAND DEDICATION

The following information is to provide a general overview of parkland dedication requirements of the Subdivision Ordinance, and must not be interpreted as the Parkland Dedication Ordinance. The Parkland Dedication Ordinance can be found in Section 8.300 of the Subdivision Ordinance.

The primary purpose of the parkland requirements is to insure that the need for parkland that arises from new development is at least partially satisfied by the Developer of the new development, so that those who generate the need contribute their proportionate share. Accordingly, when new development occurs, a reasonable contribution is to be made for open space for those who live or work in the new development so that they may engage in active and passive recreational activities within or near the new development. In some instances, the need for parks resulting from new development may be addressed most effectively through the development and acquisition of community or regional parks serving several neighborhoods.

It shall be required that a Developer of any Subdivision or Addition set aside and convey to the public sufficient and suitable lands within the Subdivision or Addition for the purpose of parkland or contribute cash in lieu of land conveyance or combination thereof as determined by the Planning and Zoning Commission upon the recommendation of the Parks Director.

Parkland Dedication

The parkland dedication calculations, general standards of the dedicated parkland, and improvements required can be found in Section 8.300 of the Subdivision Ordinance. As part of the Plat review process, the Parks Director shall make recommendations based upon requirements of Section 8.300 of the Subdivision Ordinance to the Planning Department regarding whether or not the Developer has met the requirements of the Parkland Dedication Ordinance.

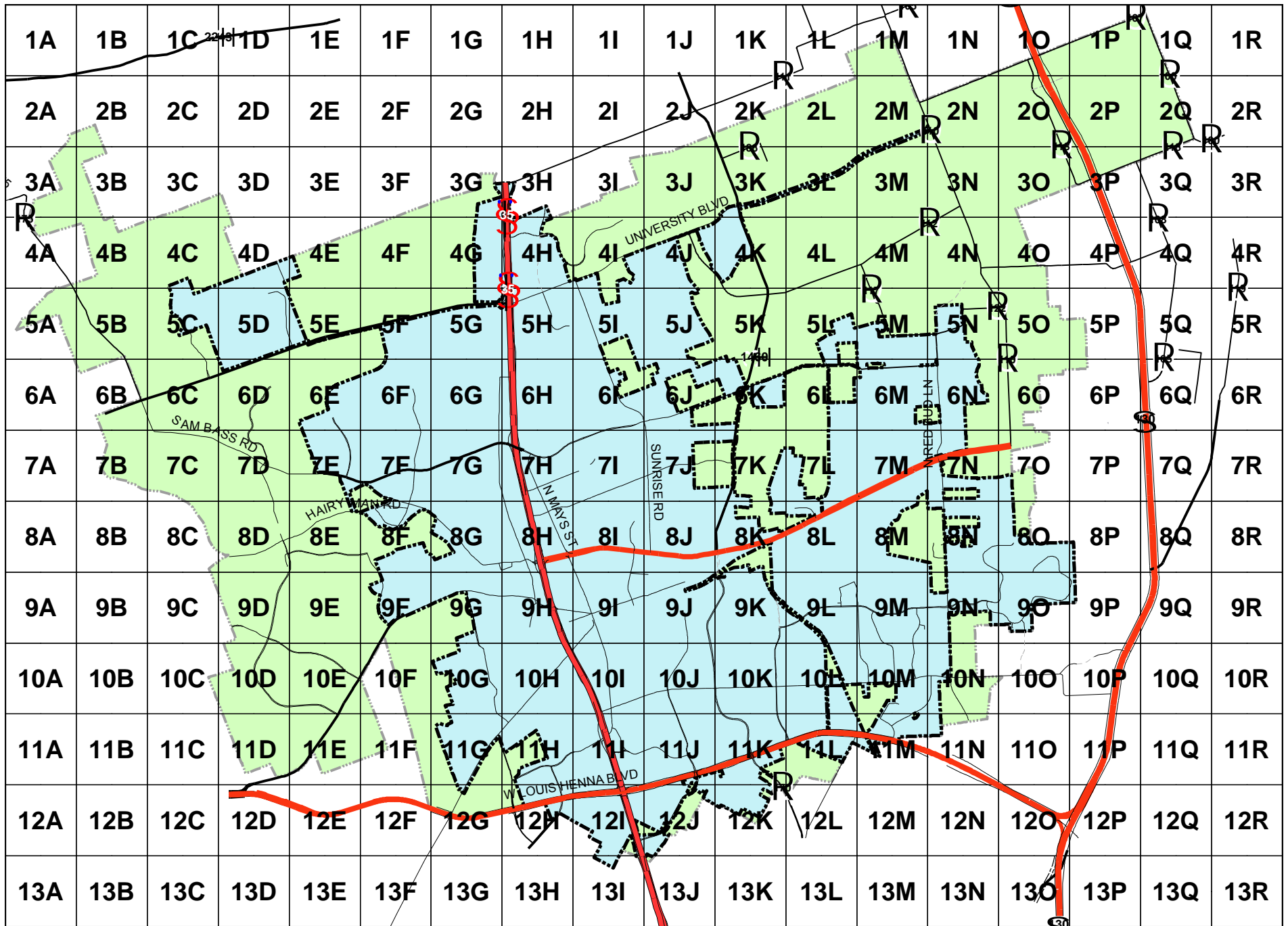
Prior to recording the Final Plat, the Developer shall deliver to the Planning Department the deed, in a form approved by the City Attorney, conveying parkland shown on the Final Plat as approved by the Planning and Zoning Commission.

Parkland Fee in Lieu of Parkland Conveyance

The City may at its option require a parkland fee for all or part of the required parkland conveyance under the circumstances identified under Section 8.308 or when the development is a non-residential Subdivision. The Parkland Fees can be found in Section 8.116 of the Subdivision Ordinance.

Parkland fees may be used for acquisition and/or development of public parkland or other recreational facilities. Where fees are received in lieu of parkland conveyance in Subdivisions or Additions, the parkland fees collected shall be expended on a neighborhood park within the Park Zone (see map of the following page) in which the Addition or Subdivision is located or the Park Zones surrounding it, for a total maximum area consisting of nine (9) Park Zones. In the event that there is not a suitable neighborhood park location within the aforesaid Park Zones, then the parkland fees collected shall be expended on the closest community or regional park.

If you have questions regarding parkland dedication, please contact David Buzzell at 512.341.3345 or dbuzzell@round-rock.tx.us.



0 0.5 1 2 Miles

Exhibit A - Park Zones

385.15 acres per zone

January 2007

Section 2 – Plat Recordation Procedures

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IMPORTANT NOTES ABOUT PLAT RECORDATION

- 1) The Planning Director or designee shall obtain the required City signatures on each reproducible copy of the Plat. After all signatures required for recordation have been affixed to the Plat, the Planning Director or designee shall present the prescribed County recording fee and the Plat to the Office of the County Clerk for recording.
- 2) The official copy of the Recorded Plat shall be maintained at the Office of the County Clerk. A copy of the Recorded Plat shall be maintained in the files of the Planning Department and the original returned to the engineer of record.
- 3) Upon recordation of the Plat, the Planning Director or designee shall distribute the copies of the Plat to the City, County and other appropriate public and private entities requiring such information. A distribution list of said entities shall be on file in the Planning Department.
- 4) The recording process may take up to **fifteen (15) business days** after a complete and accurate packet of recordation materials is submitted to the Planning Department. Please note, if property is dedicated or conveyed to the City (e.g., drainage easements, parkland dedication deeds, etc.), allow **an additional fifteen (15) business days** for the City's legal staff to draft these documents. Deed applications must be submitted prior to submitting for recordation. Applications for recordation will not be accepted until the deed process (Step 2) is completed (if necessary).
- 5) Plats will not be sent to Miller Blueprint for reproduction until all materials have been reviewed and approved and all Departmental releases have been issued.
- 6) Williamson and Travis County Clerks will review Plats and related materials when they are presented for recording. It is the applicant's responsibility to ensure all County requirements have been satisfied.
- 7) The application and supporting documents must be originals. Copies or electronic versions cannot be accepted.
- 8) A completeness check must be performed at the time of submittal. Couriered applications will be returned by mail the following business day.
- 9) Complete the following Application for Plat Recordation Form and submit with a complete packet of recordation materials.

PLAT RECORDATION – A 3-STEP PROCESS

Step 1 – Pre-Approvals

In order for the approved Plat to be recorded,

- _____ All conditions of the Planning & Zoning Commission's approval must be satisfied;
- _____ The plat must include notarized signature(s) of the current owner(s);
- _____ The plat must include a notarized signature of the current lien holder; and

Prior to requesting the plat be recorded, the applicant is responsible for ensuring all obligations have been satisfied with the following departments by getting the Recordation Release Form (see the Forms section) completed from the following:

- _____ Forestry
- _____ Parks
- _____ Engineering & Development Services

Step 2 – Plats Requiring Donation Deeds

If property will not be conveyed to the City in conjunction with the plat, skip this step.

*If a right-of-way donation deed, parkland donation deed, drainage lot deed, etc. is associated with this plat, **the applicant must complete the following process before moving to Step 3.**

- a) Provide the exhibits required by the Deed / Release of Easement Request Form – Part 1 and Part 2 found in the following pages.
- b) The City Attorney will review the packet and prepare a deed for the conveyance. **Please note: This review and preparation process may take two to three weeks.**
- c) The Planning Department will forward the prepared deed to the applicant for signature.

Note: Steps 1 and 2 can be initiated simultaneously. However, you must complete Steps 1 and 2 before moving to Step 3.

Step 3 – Check List

The Applicant must submit this check list with the following recordation materials to Ashley Lumpkin in the Planning Department. Contact Ms. Lumpkin to coordinate a packet completeness review.

- _____ Completed and signed Recordation Release Form(s), one from Forestry, Parks, and Engineering and Development Services Departments;
- _____ An applicant-executed (signed and notarized, but not recorded) deed for the conveyance of property as prepared by the City Attorney in Step 2;
- _____ An abstractor's certificate, which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable; A "Nothing Further" certificate will only suffice if the original abstractor's certificate is submitted simultaneously;
- _____ Separate instrument easements where applicable;
- _____ Current original tax certificates: County, City and Schools. NOTE: During the month of January, tax certificates showing monies owed for the prior year need to be accompanied with a receipt of taxes paid in full;
- _____ Williamson County affidavit certifying tax certificates (see Affidavit for Recordation form, in following pages);
- _____ Fees for preparing reproducible drawings required to record the Plat (by check made payable to "Miller Blueprint");
- _____ The prescribed County recordation fees (by check made payable to "Williamson County" and/or "Travis County", whichever is applicable);
- _____ City of Round Rock GIS recording fee;
- _____ Executed copies of the City of Round Rock Parkland Letter of Intent, Parkland Letter of Acceptance, and a receipt of monies paid;
- _____ Annexation Fees, if applicable, payable to the City of Round Rock;
- _____ PID Fees, if applicable, payable to the City of Round Rock;
- _____ Road District Fees, if applicable, payable to Williamson County; and
- _____ Signed applicant form (see Application for Plat Recordation form in following pages);

**** All items must be submitted as a set and will be subject to a completeness check * ***

For additional information on the recordation process, please contact Ashley Lumpkin at 512 – 218 – 5429 or alumpkin@round-rock.tx.us.

RECORDATION RELEASE FORM

Date: _____

Ashley Lumpkin, Planner
City of Round Rock, Texas
301 W. Bagdad, Suite 210
Round Rock, Texas 78664

Re: Proposed release of the following Plat:

Dear Ashley Lumpkin:

This letter confirms all subdivision requirements have been met and the above referenced Plat may be released for recordation. After a thorough review, the respective City Departments have no objection to the plat being recorded and have indicated their agreement by signing below.

Sincerely,

Applicant

Engineering and Development Services Department

I have reviewed the Plat for the above Recordation Release Request and have no objections.

Signature: _____

Print Name: _____

Parks Development Division, Parks and Recreation Department

I have reviewed the Plat for the above Recordation Release Request and have no objections.

Signature: _____

Print Name: _____

Urban Forestry Division, Parks and Recreation Department

I have reviewed the Plat for the above Recordation Release Request and have no objections.

Signature: _____

Print Name: _____

APPLICATION FOR PLAT RECORDATION

Subdivision/Plat

Name: _____

Total # of Lots: _____

Acreage: _____

Legal Description: _____

Property Owner: _____

Lien Holder: _____

Applicant/Primary Contact

Name: _____

Firm/Agency: _____

Telephone Number: _____

Email Address: _____

This is to certify that the materials submitted for plat recordation are complete and correct. Ownership and/or lien holder information as listed on the plat is accurate as of the date of this application and as of the date of plat recordation.

Applicant Signature: _____

Date Submitted: _____

AFFIDAVIT FOR RECORDATION

The State of Texas §

County of Williamson §

Now comes _____, the subdivider of a subdivision to
be known as _____,

and states under oath or affirmation and subject to penalties of law that the original tax
certificates attached to the plat of the subdivision describe all of the property contained
within the subdivision and all taxing entities with jurisdiction over the property.

Signature _____ Date _____

Typed Name _____

Acknowledged and sworn before me on _____, 200_

Notary Public

My commission expires _____

Section 3 – Forms

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PRE-DEVELOPMENT CONFERENCE & SKETCH PLAN CHECKLIST

The Applicant must attend a Predevelopment Conference prior to the filing of an application for review of a Concept Plan or Plat.

The Predevelopment Conference for review of a Preliminary Plat or Final Plat may be waived by the Planning Director.

The Applicant must provide five copies of a subdivision sketch plan to the Planning Department five business days before the intended meeting date to allow time for staff review. The following items must be shown on the plans:

_____ Title of the Project at the top of the page

_____ Owner's name, address, phone number, & fax number

_____ Agent's name, address, phone number & fax number

_____ Subdivision Sketch (Schematic)

- 5 drawn at a scale of 1" = 100' if less than 100 ac. or 1" = 200' if greater than 100 ac.
- 1 schematic reduced to 11" x 17"

_____ North arrow

_____ Topographical information

_____ 100-year FEMA floodplain (if applicable) and any significant water features

_____ Streets

_____ Number and size of lots

_____ Neighboring development or acreage



CITY OF ROUND ROCK - PLANNING DEPARTMENT

301 W. Bagdad Ave., Suite 210, Round Rock, Texas 78664

Phone: (512) 218 – 5428 Fax: (512) 218 – 3286

Project Information Sheet

Project Name: _____

Submittal Date: _____

Application Type: (Please check)

- | | | | |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Plat or Building Line Vacation |
| <input type="checkbox"/> Zoning - Original | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | |
| <input type="checkbox"/> Zoning - Change | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Partial or Full Easement Vacation |
| <input type="checkbox"/> PUD | | | |

Is this a Plan or Plat Revision? ☐ Yes ☐ No

Existing Plan/Plat Name _____

Project Street Location: _____

Jurisdiction (check one): ☐ City Limits ☐ ETJ Property Acreage: _____

Proposed Use: _____ Number of Lots: _____

Current Zoning: _____ Proposed Zoning: _____

Original Survey & Abstract No.: _____

Ownership Information

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Engineer/Agent Contact Information

Corporation/Firm Name (if applicable): _____

Engineer's Name: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Staff Use Only: Application Number: _____

AFFIDAVIT OF OWNERSHIP FOR PRELIMINARY PLATS

The State of Texas

County of Williamson

I/We, _____, the owner(s) of the property submitted
under the title of _____, certify

I/We am/are the sole owner(s) of all properties affected by the Preliminary Plat.

Signature _____

Typed Name _____

Date _____

Acknowledged and sworn before me on _____, 200__.

My commission expires _____.

LETTER OF INTENT

for Mandatory Parkland Dedication

Parks & Recreation Department (PARD)
Planning & Community Development Department (PCD)
City of Round Rock, Texas

Name of development: _____

Name of applicant: _____

Contact person: _____

(Please indicate submission level)

Concept Plan _____ Preliminary Plat _____ Final Plat _____

Project acreage: _____

Zoning classification of proposed project: _____

Park Zone(s) for proposed project: _____
(See packet for Park Zone map)

Parkland contribution per requirements in Sections 8.116 & 8.300 of Subdivision Ordinance:

(Please fill in the blank for the intended parkland contribution for this development)

Number of acres required to be dedicated: _____

AND/OR

Cash amount required for Fee in Lieu of Parkland Conveyance: \$ _____

Improvements (list): _____

Signature of property owner or authorized agent Date

Park Development Manager Approval of Intent Date

If you have questions regarding parkland dedication, please call David Buzzell at 341-3345.

LETTER OF ACCEPTANCE

for Mandatory Parkland Dedication

Parks & Recreation Department (PARC)
Planning & Community Development Department (PCD)
City of Round Rock, Texas

Name of development: _____

Name of applicant: _____

Project acreage: _____

Zoning classification of proposed project: _____

Park Zone(s) for proposed project: _____
(See packet for Park Zone map)

Parkland contribution per requirements in Sections 8.116 & 8.300 of Subdivision Ordinance:
(Please fill in the blank for the intended parkland contribution for this development)

Number of acres required to be dedicated: _____

AND/OR

Cash amount required for Fee in Lieu of Parkland Conveyance: \$ _____

Improvements (list): _____

Signature of property owner or authorized agent Date

Signature of Acceptance by PARC Director Date

If you have questions regarding parkland dedication, please call David Buzzell at 341-3345.

MINOR PLAT CERTIFICATION FORM

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

The undersigned do hereby certify that the

_____ Subdivision/ Addition

consisting of _____ acres qualifies as a Minor Subdivision in accordance with Section 8.204(4) and Section 8.207(a) through (c), of Chapter 8, Subdivision Ordinance, City of Round Rock Code of Ordinances (1995 Edition), as amended.

Danny Halden, P.E., City Engineer

Date

Tom Word, Chief of Public Works Operations

Date

James Stendebach, AICP, Planning Director

Date

PLAT VACATION REQUEST (Template)

*Return Completed and Signed Form to the **CORR Planning Department***

Date

Chair
Planning and Zoning Commission
City of Round Rock, Texas
221 East Main Street
Round Rock, Texas 78664

Re: Proposed vacation of _____

_____(plat name)
pursuant to Section 212.013 of the Texas Local Government Code.

Dear Chairman _____,

The purpose of this request is to vacate _____
_____(plat name)

After a thorough examination the respective suppliers of utility service have no objection to this vacation and understand that the vacation of this plat vacates the subdivision in its entirety including all lots, easements and rights-of-way and have indicated their agreement by signing below. Thank you for considering this request.

Sincerely,

Applicant
(Phone Number)

I have reviewed the above proposal for utility service purposes and street rights-of-way requirements and I have no objections to the vacation of the entire plat including easements and rights of way shown hereon.

(See Utility Service Contacts under Appendices)

Name Phone
Oncor
Round Rock District

Name Phone
AT&T (formerly SBC)

Name Phone
ATMOS Energy
Round Rock District

Name Phone
Time Warner Cable

Danny Halden, P.E. 218-6610
City Engineer
City of Round Rock

Name Phone
Pedernales Electric Cooperative

PLAT VACATION RELEASE (Template)

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

VACATION OF SUBDIVISION, TO WIT:
VACATION OF _____ [Name of Subdivision]
RECORDED IN CABINET _____, SLIDES _____
WILLIAMSON COUNTY, TEXAS

WHEREAS, _____ [Name of Owner], Owner of _____ acres of land out of the _____ Survey, Abstract No. _____ situated in the City of Round Rock, Texas, did subdivide said _____ acres of land to be known as _____ [Name of Subdivision], and, after obtaining acceptance and approval of said Subdivision Plat by the Planning and Zoning Commission of the City of Round Rock, Texas did file the Plat for record in Cabinet _____, Slides _____, of the Plat Records of said Williamson County, Texas, and

WHEREAS, _____ [Name of Owner], gained ownership of all lots within _____ [Name of Subdivision], Williamson County, Texas, by virtue of that particular Deed dated _____, Document No. _____ of the Official Records of Williamson County, Texas, and

WHEREAS, _____ [Name of Owner], being the owner of all lots within the subdivision, now desires to vacate the Subdivision Plat in its entirety; and

WHEREAS, the City finds that no actual appropriation of any proposed dedication shown on said Subdivision Plat by entry, use or improvement which would be disturbed by this vacation has been made, and such vacation is authorized by law, and

WHEREAS, on the _____ day of _____, 2005, the Planning and Zoning Commission of the City of Round Rock, Texas, at its regular meeting, did approve the vacation of that certain subdivision plat called _____ [Name of Subdivision], of record in Cabinet _____, Slides _____ of the Plat Records of Williamson County upon application thereof by _____ [Name of Owner], the owner and proprietor of all land covered thereby, NOW THEREFORE

The Planning and Zoning Commission of the City of Round Rock, Texas does by these presents hereby declare that:

The above recitals are true and correct and that the _____ [Name of Subdivision], recorded in Cabinet _____, Slides _____, of the Plat Records of Williamson County, Texas, to be vacated and canceled.

EXECUTED THIS THE _____ day of _____, 200__.

VACATION OF SUBDIVISION: _____ **[Name of Subdivision]**
(Page 2)

AL KOSIK, Chairman
Planning and Zoning Commission
City of Round Rock, Texas

ALAN MCGRAW, Mayor
City of Round Rock, Texas

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared Al Kosik, known to me to be the person whose name is subscribed to the foregoing instrument as Chairman of the Planning and Zoning Commission of the City of Round Rock, Texas, a municipal corporation, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the ____ day of _____, 200__.

Notary Public Signature
State of Texas

VACATION OF SUBDIVISION: [Name of Subdivision]
(Page 3)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared Alan McGraw, known to me to be the person whose name is subscribed to the foregoing instrument as Mayor of the City of Round Rock, Texas, a municipal corporation, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the _____day of _____, 2005.

Notary Public Signature
State of Texas

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared [Name of Owner] _____, known to me to be the person whose name is subscribed to the foregoing instrument, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the _____day of _____, 200_.

Notary Public Signature
State of Texas

DEED / RELEASE OF EASEMENT REQUEST FORM

PART 1 - CHECK LIST OF REQUIRED DOCUMENTATION

DATE: _____

CONTACT: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

PROJECT NAME: _____

DOCUMENT REQUESTED: (Please check one.)

☐ Parkland Donation Deed ☐ Drainage Lot Deed ☐ Release of Easement

☐ Right-of-Way Donation Deed ☐ Other _____

Please complete the necessary information in the following Part 2 – Information Form and return the completed Parts 1 and 2 along with the required documents listed below and any applicable EXHIBITS to City of Round Rock, Planning Department, Attn: Ashley Lumpkin. Please allow a minimum of two (2) weeks for our Legal Department to prepare. All items must be received before packet is forwarded to Legal

☐ A copy of the proposed or recorded Plat showing the area to be conveyed or released and relevant plat notes, if any. If property is being conveyed or release by a metes and bounds description, provide the exhibit listed below.

☐ In order to verify proof of ownership, a deed will need to be provided showing the current owner of the property being conveyed or released.

☐ If the ownership involves a corporation, a Corporate Resolution giving the officer authorization to convey the property is required. If not a corporation, proof of signatory authority.

☐ A Title Policy covering the property to be conveyed for Parkland or Right-of-Way. A Title Policy if requested by legal or when improvements are required by Engineering & Development Services on Drainage Lot Deeds. ** A Title Policy is not required on Release of Easements. **

☐ An Abstractor's Certificate not older than 30 days covering the property.

☐ Release of Lien, Partial Release of Lien or other documentation for the lot or tract of land being conveyed in order to remove all encumbrances and cure any defects to title, if any.

** Note: Before a lot or tract of land is accepted or released by the City, the lot must be free and clear of all encumbrances. **

☐ Exhibits -- Field notes and sketch providing legal description of the property being conveyed or released if the property has not been platted.

☐ Approval of release requested by all applicable public utility companies. (Release requests only)

DEED / RELEASE OF EASEMENT REQUEST FORM

PART 2 - INFORMATION FORM

Project Name:	
Subdivision Name:	
Owner Information:	
Name of Owner	
Business Address (include city, county and zip code)	
Phone No.	
All notices/inquires should be mailed to the following contact (if different from Owner):	
Contact Name	
Business Address	
Phone No.	
Deed Information: (not required for Release of Easement)	
Name of Owner/Officer signing the deed	
County of Residence	
Property Legal Description Information:	
Lot	
Block	
Subdivision	
Cabinet	
Slides	
Survey	
Document No.	
CORR Information:	
Council or P&Z Date, if applicable	
Staff person requesting deed	
Staff person phone number	
Miscellaneous Information:	

REQUEST FOR WAIVER

for City of Round Rock Planning and Zoning Commission Action

Subdivision Name:

Application Type:

Check One

_____ *I hereby request that this subdivision be placed on the Agenda for action at the next available Planning & Zoning Commission meeting, I acknowledge that: 1) comments have not been addressed, and 2) the plan or plat may not be in compliance with City codes. I understand this may result in a disapproval of my application. If the application is disapproved, I will be required to resubmit the application and pay new filing fees. If this option is chosen, a correct original (signed and sealed, as appropriate) mylar, and 24 sets of prints are required to be provided with this update or response.*

_____ *I hereby request that this subdivision not be placed on the Agenda for the next available Planning and Zoning Commission meeting and hereby waive the provisions of §212.009 (a) of the Texas Local Government Code and Section 8.212(3) of the Code of Ordinances of the City of Round Rock. I understand that the plan or plat will not be placed on a Planning and Zoning Commission agenda until all staff comments have been addressed.*

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Circle One: I am the: **Owner** or **Agent**

Owner/Agent's Signature

Date

Section 4 - References

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R2. Planning & Zoning Commission Calendar 2007-2008	67
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R4. Platting in Williamson County (Round Rock's Extraterritorial Jurisdiction).....	75

Fees Adopted by City Council

(1) Concept Plan and Plat Fees

Concept Plans	\$500.00	plus \$25.00 per lot
Preliminary Plats	\$500.00	plus \$25.00 per lot
Final Plats & Replats	\$500.00	plus \$25.00 per lot
Minor Subdivision Final Plat	\$250.00	
Amending Plats	\$500.00	plus \$25.00 per lot*

*The \$25.00 per lot fee for Amending Plats does not apply if the requested action is only for a street name change.

(2) Legal Review Fees

- (a) A legal review fee of \$100.00 will be charged for all Concept Plan and Plat applications.
- (b) A legal review fee of \$50.00 will be charged for all vacation applications.

(3) Notification Fees (Concept Plans and Replats only)

- (a) \$1.00 per notified property owner (within 300 ft)
- (b) \$150 per published notice (newspaper)

(4) Vacation Fees

Release of Easement	\$250.00
Plat Vacations	\$500.00
Building Line Vacations	\$500.00

(5) Recording Fees

A GIS fee of \$25.00 per lot will be charged prior to plat recordation (paid to CORR).

Williamson or Travis County Clerk recording fees, and fees related to the production of photographic Mylars vary. Contact the Planning Department for current fee schedules.

(6) Parkland Fees (in lieu of dedication, if applicable)

(a) Residential

Single-family (SFR)	\$200 per acre
Single-family (SF-1)	\$1,200 per acre
Single-family (SF-2)	\$1,600 per acre
Two-family (TF)	\$2,800 per acre
Townhouse (TH)	\$3,200 per acre
Multi-family (MF)	\$4,000 per acre
Senior (SR)	\$2,000 per acre

(b) Non-Residential

\$800 per acre

(7) Oversize Fees, Reimbursement Rate and Interest Rate

- | | | |
|-----|-------------------------|---|
| (a) | Water Oversize Fee | \$150.00 per LUE |
| (b) | Wastewater Oversize Fee | \$150.00 per LUE |
| (c) | Reimbursement Rate | \$2.60 per inch
diameter per linear foot of oversized main |
| (d) | Interest Rate | Five and one quarter percent (5.25 %)
per annum |

(8) Inspection Fees

Inspection fees for Public Improvements shall be equal to one and one-half percent (1^{1/2} %) of the actual total construction costs of installing and constructing the Public Improvements being inspected. The amount of the Inspection fees for Public Improvements shall be sealed by the Applicant's Engineer and approved by the City Engineer.

2010

Platting and Zoning Submittal and Planning and Zoning Commission Review Schedule

Submittal Day 4:00 pm Deadline	Planning and Zoning Commission Meeting	Tentative Corresponding City Council Meeting
(Tuesday unless noted)	(Wednesday unless noted)	(Thursday unless noted)
11/17/09	12/16/09	01/14/10
01/05/10	02/03/10	03/11/10
02/09/10	03/10/10	04/08/10
03/16/10	04/14/10	05/13/10
04/20/10	05/19/10	06/24/10
05/25/10	06/23/10	07/22/10
06/29/10	07/28/10	08/26/10
08/03/10	09/01/10	10/14/10
09/07/10	10/05/10 (Tuesday)	11/09/10(Tuesday)
10/12/10	11/10/10	12/16/10
11/16/10	12/15/10	01/13/11
01/04/11	02/02/11	03/10/11

All information for platting and zoning submittals must be delivered to the Planning Department by the **4:00 P.M. deadline** on the date indicated as Submittal Day. Applications must be hand delivered by the applicant and/or authorized agent (no runners/couriers). **No Planning and Zoning Commission Meetings are scheduled in January or August of 2010.**

Please note the Planning and Zoning Commission **Annual Work Session (Retreat)** is currently scheduled for **Wednesday, October 20, 2010.**

For additional information, please contact Diane Buck at 512-341-3166 or 512-218-5428.

SIGNATURE BLOCKS

for Final Plats, Replats, and Amending Plats

Signature Blocks for Corporate Entity – Final Plat, Replat, & Amending Plat

IF THERE ARE NO LIEN HOLDERS:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas
Printed Name:
My Commission Expires:

Signature Blocks for Corporate Entity – Final Plat, Replat, & Amending Plat

IF THERE ARE LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume ___, Page ___ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as

_____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name:

My Commission Expires:

AND

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume ___, Page ___ [or Document Number], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien holder)

By:

_____, its _____

(Typed Name)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of _____, 20____, by, _____.

Notary Public, State of Texas

Printed Name:

My Commission Expires:

Signature Blocks for Natural Persons – Final Plat, Replat, & Amending Plat

IF THERE ARE NO LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20 ____,
by _____.

Notary Public, State of Texas

Printed Name:

My Commission Expires:

Signature Blocks for Natural Persons – Final Plat, Replat, & Amending Plat

IF THERE ARE LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____,
By _____.

Notary Public, State of Texas

Printed Name:

My Commission Expires:

AND

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien holder)

By:

_____, its _____

(Typed Name)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____,
by _____.

Notary Public, State of Texas

Printed Name:

My Commission Expires:

Certificate, Signature, and Seal of the Licensed Surveyor who Prepared the Plat

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended.

Signature and Seal of Licensed Surveyor

Date

Certificate, Signature, and Seal of a Registered Professional Engineer.

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that the information contained on this plat complies with Chapter 8, Subdivisions, City of Round Rock Code of Ordinances (1995 Edition), as amended, and the Design and Construction Standards adopted by the City of Round Rock, Texas.

Signature and Seal of Licensed Engineer

Date

Signature of the Director of the WCCHD (Plats within Round Rock's ETJ Only)

Based on the representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the survey as represented by the said engineer or surveyor, I find that this plat complies with the requirements of the Edward Aquifer Regulation for Williamson County, Williamson County Flood Plain Regulations, and Williamson County On-Site Sewage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County and Cities Health District and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

Paulo Pinto
Director of Environmental Services

Date

City of Round Rock Certification & Signature Block
(for Plats in ***Williamson County***)

Approved this _____ day of _____, 20____, by the City Planning and Zoning Commission of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

Al Kosik, Chairman

Sandy Arnold, Vice Chair

APPROVED, on the _____ day of _____, 20_____.

ATTEST:

Alan McGraw, Mayor
City of Round Rock, Texas

Sara L. White, City Secretary
City of Round Rock, Texas

City of Round Rock Certification & Signature Block
(for Plats in ***Travis County***)

Approved this _____ day of _____, 20____, by the City Planning and Zoning Commission of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Travis County, Texas.

The property covered by this Plat is within the [EXTRATERRITORIAL JURISDICTION or CITY LIMITS] of the City of Round Rock.

Al Kosik, Chairman

Sandy Arnold, Vice Chair

APPROVED, on the _____ day of _____, 20_____.

ATTEST:

Alan McGraw, Mayor
City of Round Rock, Texas

Sara L. White, City Secretary
City of Round Rock, Texas

Williamson County Clerk Signature Block

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, Nancy Rister, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certification of authentication, was filed for record in my office on the ____ day of _____ A.D., 20____, at ____ o'clock ____ M. and

duly recorded on the ____ day of _____, A.D., 20____ at ____ o'clock ____ M. in

the Plat Records of said County, in Cabinet_____, Slide(s)_____.

WITNESS MY HAND AND SEAL of the County Court of said County, at office in Georgetown, Texas, the date last above written.

NANCY RISTER, Clerk, County Court
Williamson County, Texas

By: _____
Deputy

OR

Travis County Clerk Signature Block

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

That I, Dana Debeauvoir, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certification of authentication, was filed for record in my office on the ____ day of _____ A.D., 20____, at ____ o'clock ____ M. and

duly recorded on the ____ day of _____, A.D., 20____ at ____ o'clock ____ M. in

the Plat Records of said County, in Cabinet_____, Slide(s)_____.

WITNESS MY HAND AND SEAL of the County Court of said County, at office in Austin, Texas, the date last above written.

Dana Debeauvoir, Clerk, County Court
Travis County, Texas

By: _____
Deputy

Platting in Round Rock's ETJ – Williamson County

IMPORTANT NOTICE FOR PLATS IN ROUND ROCK'S EXTRATERRITORIAL JURISDICTION in WILLIAMSON COUNTY

All proposed subdivisions in Round Rock's ETJ in Williamson County must contain Williamson County plat notes (see page 79) and must be reviewed by the Williamson County and Cities Health District (WCCHD) for compliance with applicable environmental regulations and floodplain management.

Subdivision Review

State and County regulations require that subdivision planning material be submitted to the WCCHD office whenever a property in unincorporated areas is divided into two or more parcels of land OR when property within city limits is proposing to use an onsite septic facility. This includes persons proposing residential subdivision, manufactured housing communities, multiunit residential developments, business parks, or other similar uses. There is no exclusion for lots over ten acres as allowed by the County's subdivision regulations, or five acres as allowed by the City's subdivision ordinance.

The Subdivision Review Checklist, that follows and is available online at:

http://www.publichealthwilliamson.org/Docs/Environmental_Docs/Subdivision_checklist_20061021.pdf, lists the items the WCCHD Environmental Services staff requires to complete the review, including associated fees.

Floodplain Management

All construction in Williamson County must adhere to federal floodplain regulations. Regulations are established by the Federal Government and implemented by the Federal Emergency Management Agency (FEMA). The WCCHD Environmental Services staff, as the Flood Plain Administrator for Williamson County, is responsible for examining construction for compliance with local and federal floodplain regulations.

Prior to submitting a **final plat, minor plat, amending plat, or replat application** to the City of Round Rock, the applicant must complete a review with the WCCHD. Environmental Services staff will specify appropriate flood plain, elevation, and benchmark notes which will be added to the plat.

A signature block for the Director of Environmental Services, WCCHD, affixed to the plat must be signed prior to submitting an application to Round Rock.

For more information on subdivision review and flood plain management, please contact:

Paulo C. Pinto, RS, Director of Environmental Services
Email: ppinto@wcchd.org
303 Main Street
Georgetown, Texas 78626
(512) 930-4390



SUBDIVISION CHECKLIST

Environmental Services Division • 303 Main Street, Georgetown, TX 78626 • 512-943-3620 • Fax: 512-930-3110

Visit your public health department online at www.publichealthwilliamson.org

Subdivision Name: _____

Surveyor/Engineer: _____ Telephone: _____

Subdivision Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone: _____

Internal Check List

<input type="checkbox"/> SIGNATURE BLOCK	<input type="checkbox"/> WATER/SEWER LETTER	<input type="checkbox"/> CONTOUR MAP
<input type="checkbox"/> RECHARGE NOTE	<input type="checkbox"/> DRAINAGE NOTE	<input type="checkbox"/> SUBSOIL REPORT/OSSF TYPE
<input type="checkbox"/> FLOODPLAIN NOTES	<input type="checkbox"/> BASE/MINIMUM	<input type="checkbox"/> DRAINFIELD REPLACEMENT
<input type="checkbox"/> C OF C NOTE	<input type="checkbox"/> LOCATION MAP	<input type="checkbox"/> EARZ ENG. DESIGN NOTE

REVIEW: Each survey needs formal and signature by Williamson County and Cities Health District (WCCHD). Review submittal should occur as soon as possible. The reviews by WCCHD normally require at least two weeks unless all survey notes are correct at the time of submission.

The survey needs the following to be addressed as indicated by asterisk (*)

() **1. SIGNATURE BLOCK:** “Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the survey as represented by the said engineer or surveyor, I find that this plat complies with the requirements of Edwards Aquifer Regulations for Williamson County, Williamson County Flood Plain Regulations, and Williamson County On-Site Sewage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County and Cities Health District and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

Paulo Pinto
Director of Environmental Services”

Date

() **2. FINAL SURVEY:** WCCHD requires a copy of the final survey prior to approval.

() **3. FEES:** A review submittal must be accompanied by the payment of the appropriate fees: \$125.00 per subdivision PLUS \$10.00 per lot (effective 1/1/2002)

() **4. EDWARDS AQUIFER RECHARGE ZONE (EARZ):** The following notation should be included over the engineer's seal and signature: “This tract is/is not located within the Edwards Aquifer Recharge Zone.”

If the tract is located within the EARZ and the lots are 5 acres or less, include the following plat note: **“No construction in the subdivision may begin until the Texas Commission on Environmental Quality (TCEQ) has approved the Water Pollution Abatement Plan (WPAP) in writing.”** The WCCHD requires that any mapped recharge features found in the WPAP geologic assessment be shown on the plat with all required OSSF setbacks.

() **5. MAP:** The review must include an accurate map of the subdivision location in relation to major roads.

() **6. EDWARDS AQUIFER RECHARGE ZONE (EARZ) DESIGN:** For lots over the EARZ, include the following note: **“On-Site Sewage Facilities must be designed by a Registered Professional Engineer or Registered Sanitarian.”**

() **7. CERTIFICATE OF COMPLIANCE:** Per “Regulations for Flood Plain Management for Williamson County”, add the following note: **“No structure or land on this blue line (survey) shall hereafter be located or altered without first submitting a CERTIFICATE OF COMPLIANCE application to the Williamson County Flood Plain Administrator.”**

() **8. CERTIFICATION OF NO FLOOD PLAIN:** If the 100-year flood plain does not encroach the subdivision, a note is needed OVER the engineer’s/surveyor’s seal and signature which states: **“No lot within this subdivision is encroached by any Special Flood Hazard Areas inundated by 100-year floods as identified by the Federal Emergency Management Agency Boundary Map (Flood Insurance Rate Map), Community-Panel Number _____.”**

() **9. FLOOD PLAIN DEVELOPMENT:** For lots wholly or partially in the 100-year flood plain, including the following note: **“No development shall begin on (specify lot numbers of lots encroached by the 100-year flood plain) prior to issuance of a Flood Plain Development Permit by the Williamson County Flood Plain Administrator for each lot specified.”**

() **10. FLOOD PLAIN NOTIFICATION:** If the 100-year flood plain encroaches the subdivision, include the following note: **“The applicant, builder, seller, or agent shall inform, in writing, each buyer of subdivision lots or property located within flood hazard areas that such property is an identified flood hazard area and that a Flood Plain Development Permit will be required before a structure can be placed on the property. The written notice shall be filed for record in the Deed Records of Williamson County. A copy of this written notice shall be provided when applications are made for Flood Plain Development Permits.”**

() **11. CHANGE IN FLOOD PLAIN:** If the 100-year flood plain encroaches the subdivision, add the following note: **“Prior to any channel alterations, bridge construction, fill, dredging, grading, channel improvement, or storage of materials or any other change within the 100-year flood plain located within this blue line (survey), an application for Flood Plain Development Permit with a description of the project and extent of changes, if any, to the watercourse or natural drainage as a result of the proposed development must be submitted to and approved by the Williamson County Flood Plain Administrator. All specifications and details necessary for complete review must be provided.”**

() **12. CHANGE IN FLOOD PLAIN:** If the 100-year flood plain encroaches the subdivision, add the following note: **“Prior to any channel alteration or bridge construction which will change existing flood patterns or elevations, a Letter of Map Amendment must be submitted to and approved by the Federal Emergency Management Agency.”**

() **13. BASE FLOOD ELEVATION:** Base flood elevation data shall be generated by the applicant and the blue line (survey) must have the 100-year flood plain clearly delineated and labeled with the appropriate elevation.

() **14. FLOOR ELEVATION:** Minimum floor elevation must be indicated for each lot encroached by the 100-year flood plain.

() **15. PERMANENT BENCHMARK:** All subdivision proposals which include property encroached by areas of special flood hazard must include the placement of a permanent benchmark indicating mean sea level elevation such as a brass marker set in concrete or concrete monument (NOTE: NAILS / SPIKES ARE NOT

ACCEPTABLE). The benchmark must be located within the property to be subdivided and must be indicated on the subdivision blue line (survey).

() **16. FLOODWAY:** If any lots are encroached by FLOODWAY, include the following note: "No new construction, substantial improvements and other development is permitted with the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

() **17. LOT SIZE:** The review must show the square footage of each lot. All lots utilizing OSSFs must be at least one (1) acre in size. Lots that are NOT supplied by organized water must be at least two (2) acres in size. SPECIAL REQUIREMENTS APPLY FOR DUPLEX, TRIPLEX, COMMERCIAL, ETC.

() **18. WATER AND SEWER SERVICE:** Include the following note: "**Water and sewer service for this subdivision will be provided by _____.**" If a water district, corporation, etc., supplies water to the proposed lot(s), then a letter must be provided verifying that a meter will be provided for each lot.

() **19. WELLS AND OSSF:** If the lots are to be served by private wells and OSSFs, the blue line (survey) must show a 100' sanitary easement around the approved well site within which no absorptive type of OSSF may be located. **WELLS MUST BE LOCATED 50' FROM THE PROPERTY LINE.** The location of each sanitary easement and approved well site must be indicated by survey measurements. The easements of neighboring wells that encroach the subdivision must also be shown. Sanitary easements may not encroach on neighboring properties without the written consent of the neighboring property owner. The locations of existing septic systems and absorption fields must also be indicated on the plat.

() **20. CONTOURS:** The review must include a topographic map showing ten-foot (10') contours.

() **21. DRAINAGE PLAN:** A COMPREHENSIVE DRAINAGE IMPACT PLAN MUST BE INCLUDED. This report must relate how current and future drainage patterns will or will not effect the proper function of On-Site Sewage Facilities (OSSF). This report must also state that positive drainage will occur throughout the entire tract and that improvements will be made if drainage problems become apparent.

() **22. SOILS:** If the subdivision is to be served by OSSFs, a representative number of test holes, located in representative areas of the subdivision, are required in order to acquire an adequate profile of soil conditions in the area. The results of these test holes must be submitted, addressing depth and type of soils, percolation potential, depth to rock or bedrock, and location / depth of any evidence of seasonal groundwater strata. Any other information which will influence the expected long-term function or design of OSSFs must be included. If seasonal groundwater is indicated at a depth shallower than six-and-a-half feet (78"), holes must be provided on adjacent lots until the horizontal limits of the shallow groundwater strata are identified. An experienced site evaluator, Registered Professional Engineer, or Registered Sanitarian must furnish this data.

() **23. OSSF TYPES:** Provide a complete report detailing the types of OSSF to be considered and their compatibility with area wide drainage, groundwater, and replacement areas. A Registered Professional Engineer or Registered Sanitarian must provide this information.

() **24. EASEMENTS AND SETBACKS:** If the subdivision is to be served by OSSFs, the survey must indicate a 25 foot (25') setback from any drainage way, drainage easements, or watercourses. The easement should be labeled "25' OSSF setback". No drainage easement may be created within 25' of adjoining properties unless a natural drainage-way existed there prior to development or permission of the adjoining property owner is given.

() **25. OTHER:**

READY FOR SIGNATURE: yes no Date: _____, 200__

Questions may be addressed to:

Williamson County Plat Notes

The following plat notes shall be included **on all plats** that lie outside of the city limits of Round Rock, Texas but lie within portions of the Round Rock extraterritorial jurisdiction (ETJ) and within Williamson County, Texas (as per the adopted Interlocal Agreement between Round Rock and Williamson County)

1. Rights of way or easements for widening roadways or improving drainage shall be maintained by the landowner until road or drainage improvements are actually constructed on the property. The County has the right at any time to take possession of any road widening easement for the construction, improvement or maintenance of the adjacent road.

The landowner assumes all risks associated with improvements located in the right-of-way or road widening easements. By placing anything in the right-of-way or road widening easements, the landowner shall indemnify and hold the County, its officers, and employees harmless from any liability owing to property defects or negligence not attributable to the County, its officers, and employees and acknowledges that the improvements may be removed by the County and that the owner of the improvement will be responsible for the relocation and/or replacement of the improvement.

2. The construction of all streets, roads, and other public thoroughfares and any bridges or culverts necessary to be constructed or placed is the responsibility of the owners of the property covered by this plat in accordance with the plans and specifications prescribed by the Commissioners' Court of Williamson County, Texas. Said Commissioners' Court assumes no obligation to build any of the streets, roads, or other public thoroughfares shown on this plat or of constructing any of the bridges or drainage improvements in connection therewith. The County will assume no responsibility for drainage ways or easements in the subdivision, other than those drainage or protecting the road systems and streets.

The County assumes no responsibility for the accuracy of representation by other parties in this plat. Flood plain data, in particular, may change depending on subsequent development. It is further understood that the owners of the tract of land covered by this plat must install at their own expense all traffic control devices and signage that may be required before the streets in the subdivision have finally been accepted for maintenance by the County.

3. All public roadways, rights-of-way and easements shown on this plat are free of liens.
4. Where rural mail boxes are in use, such boxes shall be set three feet from the edge of the pavement or behind curbs, when used. All mailboxes within county arterial right-of-way shall meet the current TXDOT standards. Any mailbox that does not meet this requirement may be removed.

Section 5 - Appendices

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CONSTRUCTION PLAN SUBMITTAL

Subdivision improvement construction plans shall be submitted to the City Engineer for all development for which public improvements are required. Construction plans shall be in accordance with the Design and Construction Standards (DACS).

An EDS Letter of Transmittal shall be submitted to the City Engineer complete with all required information.

Letter of Transmittal: Use the following link to print the current version.

<http://www.roundrocktexas.gov/developmentforms/>

Letter of Transmittal to:

City of Round Rock • Engineering & Development Services • 2008 Enterprise Drive

Attention: _____ Date: _____

Project Name: _____ Job No.: _____
(For Company Reference Only)

Company Name: _____

Project Contact/Manager: _____ Phone No.: _____

Contact E-mail Address: _____

WE ARE SENDING YOU:

PLANS UNDER REVIEW: (Subdivision Only)

- ☐ 2 complete sets of plans for 1st subdivision review submittal
- ☐ 1 complete set of plans for _____ subdivision review submittal
(2nd, 3rd, 4th...)
- ☐ 1 complete set of comments from _____ subdivision review submittal
(1st, 2nd, 3rd...)

ACCEPTED CONSTRUCTION PLANS FOR PRE-CONSTRUCTION MEETING:

- ☐ 3 complete sets of plans (subdivision only)
- ☐ 6 complete sets of plans (site development only)

REVISIONS:

- ☐ 3 sets of affected sheets (including 3 cover sheet copies and original cover sheet)
for _____ revision acceptance (subdivision only)
(1st, 2nd, 3rd...)
- ☐ 6 sets of affected sheets (including 6 cover sheet copies and original cover sheet)
for _____ revision acceptance (site development only)
(1st, 2nd, 3rd...)
- ☐ Original cover sheet

PROJECT FINAL ACCEPTANCE DOCUMENTS:

- ☐ 1 complete set of mylar "As Builts"
- ☐ Benchmark (Survey Control Point Form)
- ☐ Development Cost Letter
- ☐ Easement Package
- ☐ Engineer's Concurrence Letter
- ☐ Inspection Fee Check and Fee Payment Form
- ☐ Owner's Acceptance Request
- ☐ Warranty Bond
- ☐ Other _____

PLATTING DOCUMENTS:

- ☐ Easement Package
- ☐ Letter of Credit
- ☐ Performance Bond
- ☐ Plat Recordation Release Forms
- ☐ Other _____

Please list any items not detailed above:

Received By: _____ Delivered By: _____

FISCAL SECURITY

An Applicant must post fiscal security with the City Engineer prior to a request for recordation of the Final Plat if the public improvements have not been accepted by the City Engineer.

Letter of Credit or Performance Bond: Use the following link to print the current version.

<http://www.roundrocktexas.gov/developmentforms/>

IRREVOCABLE LETTER OF CREDIT NO. _____

TO: City of Round Rock, Texas

RE: _____
(Name of Subdivision)

DATE: _____

TO WHOM IT MAY CONCERN:

We hereby authorize you to draw on _____,
(Issuing Bank)
_____ for the account
(Address)
of _____ up to the aggregate amount of (U.S. \$ _____)
(The "Customer")

(THE "STATED AMOUNT") available by your draft accompanied by a certification by the City Manager, the Director of Finance, or City Engineer, that the following condition exists:

A condition exists which, under Section 8.700 of the Round Rock Code of Ordinances (1995 Edition), entitles the City of Round Rock to draw the amounts stated in this draft under Letter of Credit No. _____, for the construction of certain improvements associated with: _____.
(Legal Plat Name)

Drafts must be drawn and presented by or on _____
(Three years from date of letter)

by the close of business of the Issuer of this credit and must specify the date and number of this credit. Drafts will be honored within five calendar days of the presentment. We hereby engage all drawers that drafts drawn and presented in accordance with this credit shall be duly honored. Partial draws are permitted and the letter of credit shall be reduced by the amount of such partial draws as well as by any reduction letters authorized by the City. The sum of such partial draws shall on no account exceed the Stated Amount of this credit, and upon any draw or reduction letter which exhausts this credit, the original of this credit will be surrendered to us.

Except as expressly stated herein, this credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce (Publication No. 600), which is incorporated into the text of this credit.

This credit is irrevocable prior to its expiration date unless both parties consent to revocation in writing.

Address of Issuer: _____
(ISSUING BANK)

BY: _____

(TYPED NAME)

Its _____

BENCHMARKS, MONUMENTS, AND CONTROL POINT REQUIREMENTS

Subdivisions and specific points therein shall be marked as follows:

A) Standard Monuments as shown in the document *City of Round Rock Standards for Monuments, Benchmarks, and Control Points*, which can be found on the City's web page: (<http://www.roundrocktexas.gov/home/index.asp?page=521>) shall be placed at a minimum of two boundary (P.I.) corners of the subdivision. All monuments shall be designed and installed as indicated in the above referenced document. Also the City may request a copy of the field records and documentation required establishing these monuments. The City may require a Permanent Monument installed as indicated in the *City of Round Rock Standards for Monuments, Benchmarks, and Control Points* document at one (1) subdivision boundary corner (see "D", below).

B) Iron pins or pipes at least one-half (1/2) inch in diameter and at least twenty-four (24) inches in length shall be placed as shown in the document *City of Round Rock Standards for Monuments, Benchmarks, and Control Points* at all block corners, P.C.s and P.T.s, along the dedicated street right-of-way and at all lot corners. These markers are not required to be encased in concrete monuments. Where conditions prevent the placement of iron pins or pipes, other monumentation such as drill holes; chiseled marks in stone, concrete or steel; punch marks; precast bronze or aluminum discs; etc. placed on objects of a stable and permanent nature shall be installed. Where rocks or caliche soils prevent specified lengths of iron pins or pipes, the rod shall be of such length so as to be driven to refusal at such depth where it will remain stable against an applied force from any direction of approximately ten (10) pounds, for a duration in time of at least ten (10) seconds.

C) One (1) permanent benchmark shall be designed and installed as shown in the document *City of Round Rock Standards for Monuments, Benchmarks, and Control Points* and shall be referenced to the "City of Round Rock Horizontal and Vertical Control Network" Monuments. The location must be readily accessible for subsequent use by other surveyors. The Director may waive the requirement for installation of a benchmark for subdivisions smaller than fifty (50) acres when at least two (2) permanent benchmarks are located within one-quarter (1/4) mile of the subdivision boundaries.

D) One (1) Permanent Monument shall be designed and installed at one (1) of the subdivision boundary corners as shown in the document *City of Round Rock Standards for Monuments, Benchmarks, and Control Points* and shall be referenced to the "City of Round Rock Horizontal and Vertical Control Network". Also the City may request a copy of the field records and documentation required establishing this monument. Standard Monuments according to the document *City of Round Rock Standards for Monuments, Benchmarks, and Control Points* shall be installed at all subdivision boundary corners and these monuments shall be rotated to the above mentioned "City of Round Rock Horizontal and Vertical Control Network" and the coordinates for these corners shall be shown on the plat. Where conditions prevent the placement of "Standard Monuments", other common monumentation such as drill holes; chiseled marks in stone, concrete or

steel; punch marks; pre-cast bronze or aluminum discs; etc. placed on object of a stable and permanent nature shall be installed. All required monuments, markers and benchmarks shall be in place prior to the City's acceptance of any street improvements.

The "City of Round Rock Horizontal and Vertical Control Network" monument information and locations can be found on the City's web page:

(<http://www.roundrocktexas.gov/home/index.asp?page=521>) at no charge, a hard copy may be viewed at the City's Engineering & Development Services or Planning Departments, or a CD ROM may be purchased at a cost of \$20.00. The mathematical closure for the subdivision shall also be included with the Final Plat.

E) All required monuments, markers and benchmarks shall be in place prior to the City's acceptance of any street improvements.

City of Round Rock Survey Control Point Description

Project: _____

Type of mark: _____

Vertical Control Data			
Elevation	Datum	Order	Established By (firm)
Method of Survey			Date of Survey

Written description: _____

Location Map	Site Sketch
--------------	-------------

I, _____ do hereby certify that the control point information listed above was prepared from and based on an actual on-the-ground survey performed under my direct supervision.

Signature

Date

ACCEPTANCE OF PUBLIC IMPROVEMENTS

Upon completion of the construction of public improvements, the Applicant shall submit to the City Engineer: as-built plans; a letter certifying the total cost of the public improvements; a Maintenance Bond for 10% of the total construction costs; a copy of the notification from the Design Engineer to the Applicant that the improvements are complete; a letter from the Applicant requesting the City Engineer accept the improvements for maintenance.

Subdivision Improvement Acceptance forms for Single-Family and General Development are available from the Engineering & Development Services (EDS) Department (512-218-7043).

Warranty Bond form, sample letters and other forms are available at:

<http://www.roundrocktexas.gov/developmentforms/>

MAINTENANCE BOND

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS:

That _____, as Principal, hereinafter called Contractor, and _____, as Surety, hereinafter called Surety, are held and firmly bound unto the City of Round Rock, as Oblige, hereinafter called Owner, in the penal sum of \$_____, for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor, pursuant to Section 8.706 of the Round Rock Subdivision Ordinance, is required to file with the City Engineer a warranty bond executed by a corporate surety, licensed to do business in the State of Texas, conditioned that the following improvements are free from defects in materials and workmanship:

_____ as depicted in
(Subdivision Name and Items to be warranted [i.e. Streets, drainage, etc.])

plans titled _____, as prepared by _____.
(Construction Plans Name) (Engineer)

NOW, THEREFORE, the condition of this obligation is such that, if Contractor shall remedy any defects due to faulty materials or workmanship which shall appear within a period of ____ year(s) from the date of final acceptance by the Owner, then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that Owner shall give Contractor and Surety notice of observed defects with reasonable promptness.

SIGNED and sealed this _____th day of _____, 200__.

IN THE PRESENCE OF:

Principal

By:_____

Surety

By:_____

RELEASE OF EASEMENT

The Applicant shall submit a release of easement application containing a metes and bounds description and sketch of the proposed area to be released and signed by the owner of the land requesting the City to vacate the public easement, in order to release all or a portion of a public easement, including but not limited to a public utility easement, drainage easement, conservation easement, public access easement, or combination public easement.

The easement shall be released when all owners and entities authorized to use the easement sign and acknowledge a release form, and a vacation instrument declaring the easement released has been signed by the City Manager and has been recorded in the Official Public Records of Williamson County.

The purpose of a release of easement is to nullify a portion or the entire public easement established by a previously recorded plat or by separate instrument. A release of easement may be initiated by the respective lot owner, owners or by the City.

Steps in the Release of Easement Process

- 1) Contact City Engineer to discuss proposal and secure preliminary approval of the easement release request.
- 2) Secure approval of easement release request from all other appropriate entities and/or service providers.
- 3) Submit all application materials (see below) to the Planning Department.
- 4) If approved by Planning and the City Engineer, the application will be forwarded to the City Attorney's Office for review and drafting of easement release document.
- 5) Easement release document and application materials forwarded to the City Manager for review and approval.
- 6) Signed easement release document is recorded in the Official Public Records of Williamson County.
- 7) Notification of easement release sent to applicant and relevant CORR departments.

*** * * IMPORTANT: An application may take 60 days from the date of submittal to the Planning Department to the recordation of the release. * * ***

Release of Easement Application Requirements

The Applicant shall submit a release of easement application that contains all of the following:

_____ A signed **letter by the owner(s)** of the lot to the Planning Director containing an explanation of the purpose of the release request;

_____ A **survey sketch and metes and bounds description** of the easement or portion of the easement to be released, including the lot description and orientation to the nearest lot line;

_____ The following completed forms:

_____ Deed/Release of Easement Release Form Part 1 and

_____ Deed/Release of Easement Release Form Part 2

(forms located in the "Forms" section).

Attach all required documents listed on Form Part 1 and in this Appendix.

_____ **Signed release forms:** Appendix E - Form 1 (following) **from each** appropriate public or private utility service provider including: AT&T, ATMOS Energy, Pedernales Electric Cooperative, Oncor/TXU, City Engineer for the CORR, and Time Warner Cable.

_____ In addition, AT&T requires a unique release form (Appendix E - Form 2). Other Utility providers may have different forms. See the Contact Information in the Appendix for contact information.

_____ Payment of the \$300.00 **release of easement fee** in accordance with the fee schedule adopted by City Council and provided in this Development Packet (please note, this fee is non-refundable and does not guarantee the release request will be approved).

REQUEST FOR EASEMENT RELEASE (Template)

*Return Completed and Signed Form to the **CORR Planning Department***

Date

City Manager
City of Round Rock, Texas
221 E. Main Street
Round Rock, Texas 78664

Re: Proposed release of a _____ foot PUE, (partial release of ____ feet of a _____ foot wide PUE) along the (N/S/E/W/etc.) line of Lot _____, Block _____ (Subdivision Name) and address. (See attached map)

Dear City Manager:

The purpose of this request is to release (describe release, or partial release) to relieve the inadvertent encroachment by _____. After a thorough examination the respective suppliers of utility service have not objection to this proposal and have indicated their agreement by signing below. Thank you for considering this request.

Sincerely,

Applicant
(Phone Number)

I have reviewed the above proposal for utility service purposes, and I have no objections.

(See Utility Service Contacts under Appendices)

Name Phone
Oncor
Round Rock District

Name Phone
AT&T (formerly SBC)

Name Phone
ATMOS Energy
Round Rock District

Name Phone
Time Warner Cable

Danny Halden, P.E. 218-6610
City Engineer
City of Round Rock

Name Phone
Pedernales Electric Cooperative

APPLICATION FOR EASEMENT RELEASE
TO BE SENT TO AT&T Texas at
817 W. NORTH LOOP, ROOM 200, AUSTIN, TX 78756
Louis Salm 512- 870-4967, FAX 512-870-4475, Frances Freeman 512-870-4915

Application is hereby made for the release of the following easement(s) as described below:

The easement(s) is on property legally described as:

Subdivision / Section: _____

Lot and Block No: _____

Deed book volume/page
or Document # _____

Street Address: _____

Provide common description of the easement requested for release, indicating the amount of the easement to be released (provide a survey of the property with the easements to be released highlighted)

Property Owner's Name: _____

Mailing Address: _____

Telephone No.: _____

(Note: if multiple owners are joining in this request, the complete names, addresses and phone numbers on each must be attached.)

APPLICANT/AGENT'S NAME: _____

APPLICANT'S ADDRESS: _____

PHONE: _____ **FAX :** _____

The undersigned Owner/Applicant/Agent understands that the processing of this Easement Release Application will be handled in accordance with the Procedure for Requesting Release of Easements established by each utility company.

Signed by _____
Land Owner/Applicant/Agent

To be sent to 817 North Loop, Room 200, Austin, TX 78756 along with survey plat of property showing easement(s), and legal description with the volume and page or the document # from recording of the property deed in County Records.

CONTACTS

CITY OF ROUND ROCK CONTACTS

Engineering and Development Services (EDS)

2008 Enterprise Drive

FAX 218-5563

Danny Halden, P.E., City Engineer	218-6610
Alysha Girard, P.E., Assistant City Engineer	218-6646
Ryan Beardmore, Engineering Plat Review	671-2752
Jimmy Vrabel, Record Drawing and Utility Info	218-6604
Terrell Wilkey, Utility Serviceability Letters	341-2145
Mianne Haley, EDS Release for Plat Recordation and/or Subdivision Acceptance	218-7045
Krista Keneipp, Easement Releases	671-2759

Parks and Recreation Department

301 W. Bagdad, Suite 250

FAX 218-5548

David Buzzell, Parks Development Manager	341-3354
Emsud Horozovic, Forestry Manager	341-3350

Planning Department

301 W. Bagdad, Suite 210

FAX 218-3286

Jim Stendebach, AICP, Planning Director	218-5428
Lee Heckman, AICP, Senior Planner	671-2727
Ashley Lumpkin, Planner	218-5429

Transportation Services Department

212 Commerce Blvd.

FAX 218-3242

John Dean, Transportation Planner	218-6617
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UTILITY SERVICE CONTACTS

AT&T

817 W. North Loop

Room 200

Austin, TX 78756

Louis Salm: 512-870-4967

Norma Chalmers: 512-870-4949

Fax: 512-870-4475

TXU Electric

Craig Weathersbee

TXU Electric Delivery

Round Rock District

Telephone: 244 – 5661

Fax: 244 – 5689

ATMOS Energy

Martin Perez

ATMOS Energy, Round Rock District

Telephone: 310 – 3850

Fax: 310 – 3819

Pedernales Electric Cooperative

Mike Collins

Telephone: 219 – 2602 ext 7420

Fax: 257 – 2643

Time Warner Cable

Jeff Broeaux

Telephone: 485 – 6357

Fax: 485 – 4092

NOTE: Contact information is provided as a courtesy only and is subject to change